Stenography;

OR,

Short-hand Improved:

BEING

The most compendious, lineal, and easy method hitherto extant.

The Persons, Moods, Tenses & Particles which most frequently occur, are adapted to join with Ease & Accuracy at pleasure:

The Rules are

Laid down with such Propriety, Consistence, & Perspicuity, that the Practitioner will need no other Assistance.

The WHOLE Illustrated with

An Alphabetical Praxis, adapted to all Purposes in general, but more particularly to the three Learned Professions; namely,

Law, Physic, & Divinity.

BY

John Angell,

Who has practised this Art above 30 Years.

Matthew Ch: XXII. Ver: 37, 38, 39, 40

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To the Most Noble

CHARLES,

DUKE OF

RICHMOND, LENOX, AUBIGNY, &c. &c.

May it please YOUR GRACE,

THE Improvement of Arts and Sciences has always been esteemed laudable; and in Proportion to their Utility and Advantage to Mankind, they have generally gained the Patronage of Persons the most distinguished for Birth, Learning, and Reputation in the World.

To improve the Art of SHORT-HAND, is the Design of the ensuing Pages. An Art not inferior to many Sciences, as adapted to various important Purposes; notwithstanding it has not yet arrived at the Perfection it is capable of; some Authors having rendered it very difficult by a Multiplicity of Rules, and others perplexed and confounded it, by arbitrary, intricate, and impracticable Schemes. To rectify those Errors, adapt it to all Capacities, and fit it for the most useful Purposes, has been my sole View in the

following Plates; which I have endeavoured to illuſtrate by a ſuitable Introduction. To this I have prefixed a conciſe and impartial Hiſtory of the Origin and progreſſive Improvements of this Art: And as I have ſubmitted the Whole to the Inſpection of accurate Judges, whoſe Approbation I am honoured with, I moſt humbly crave Leave to publiſh it to the World under your Grace's Patronage; not merely on account of your great Dignity and high Rank in Life; though theſe receive a Luſtre from your Grace's Humanity; but alſo from a Knowledge of your Grace's Diſpoſition to encourage every uſeful Art, and favour all true Promoters of Science. That your Grace may long live, the Friend of Learning, the Guardian of Liberty, and the Patron of Virtue; and that then your Name may be tranſmited with the higheſt Honour and Eſteem to lateſt Poſterity; is the ardent Wiſh of

YOUR GRACE'S

Ever reſpectful,

Moſt dutiful, and

Moſt humble Servant,

JOHN ANGELL.

PREFACE.

WHEN the curious and uſeful Art of Writing was firſt introduced into the World, or by whom invented, our beſt Hiſtoriographers have not determined.

Cadmas, King of *Thebes*, is ſaid to be the firſt that introduced the Uſe of 16 *Letters* into *Greece*, about the Year of the World 2620*; and *Palamedes* is likewiſe ſaid to have invented four other *Letters* during the Siege of *Troy*. Some relate, that *Rhadamanthus* brought them into *Aſſyria*, and *Memnon* into *Egypt*: Others ſay, that the *Phœnicians*, and others again, that the *Ethiopians*, firſt had the Knowledge and Uſe of *Letters* †.

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* Some Hiſtorians make mention of *Hieroglyphic Characters*, as the moſt ancient Method of conveying Ideas to one another; and that *Hermes*, ſurnamed *Triſmegiſtus*, as a Philoſopher, King, and Prieſt, (about the Year of the World 2076) firſt introduced them into the Heathen Theology, in ſome meaſure to expreſs their moſt important and ſacred Ideas; but at other Times they uſed them as emblematic Figures among the *Egyptians*, to cover or conceal their Secrets. Thus Eternity was repreſented by a round Circle; a King, by a Sceptre, with an Eye in the Top; Strength and Fortitude, by the Figure of a Lion; Agriculture, by that of an Ox; Liberty, by that of a Horſe, *&c. &c.*

† *Goodwin*'s Antiquities, lib. vi. c. 7. p. 248.

But, upon better Grounds, it is thought that *Moses* first taught the Use of *Letters* to the *Jews*; and that the *Phœnicians* learned them from the *Jews*; and the *Grecians* from the *Phenicians* ‡.

According to all Accounts, Writing in no Age or Nation came to its Perfection on a sudden, but by slow Degrees: And it is very reasonable to suppose, that when Mankind had learned to write with a good Measure of Exactness, some Methods of *Brevity* would be their next Attempt, as the *Advantages* thereof must be obvious to every one. And this will be found, upon Enquiry, agreeable to *Fact*. Sundry Methods, therefore, of Abbrevations for compendious Writing, were gradually contrived by the Curious, and have been introduced into their respective Languages, according as more Skill and greater Perfection in writing them were acquired.

We find there were some of distinguished Character among the *Hebrews*, for their Expertness in writing, even in the Days of the *Judges*. And in the Time of King *David*, if not earlier, there were Persons whose peculiar Business it was to write with uncommon Expedition: *My Tongue*, says he, *is the Pen of a ready Writer*. Some conjecture that they had peculiar Characters and Marks: But that is not certain; only that they were dexterous in the Art of writing *Hebrew*. And if Methods of Abbreviation in writing *Hebrew* were not yet invented, *After-ages* got much into them. *Buxtorf* hath written a learned History of *Hebrew Abbreviations*, as a Key to understand the *Rabbinical Authors*. Some of these are the initial Letters of several Words, joined together as One, and marked at the Top with Points; and sometimes final Letters; and at other Times contracted Words, by making the two or three first Letters stand for the whole Word. The *Jews* were so delighted with this compendious Method of Writing, that it was generally introduced into their Books, Epistles, and Writings; but this was productive of much Difficulty and Confusion. They had likewise some arbitrary

‡ *Euseb. Præpar. Evang.*

Marks

Marks to expreſs Words, particularly for the Name of *God*, *Jehovah*, *&c.*

This Kind of Writing was alſo by degrees introduced (and at length commonly prevailed) among the *Greeks*. The learned *Nicholai* gives it as his Opinion, that *Xenophon* (the Hiſtorian and Philoſopher) firſt taught the *Greeks* to write by Notes, in the Nature of Characters; and this is confirmed by *Laertius* †, who mentions their two Methods of Writing; *viz.* One by Contractions of Words; the other, by arbitrary Marks.

The celebrated Antiquarian *Montfaucon* ſays, that the *Tachygraphical* Manner of Writing was kept up along with the other, and in every Age increaſed in Eſteem ‡. Speaking of their *Scribes*, he ſays, One Sort were the *Notarii* or Notaries; and the *Tachygraphical*, or Short-hand Writers, were ſo called from their ſwift Writing; and from hence he infers that *Short-hand Writing* was in Uſe even in the fourth Century. But if they had kept to the ancient Form of their Letters, which were ſomewhat ſquare, they could not be written with any conſiderable Degree of Swiftneſs; they therefore found it neceſſary to alter their Form to more ſimple or eaſy ones, and to join ſeveral in one Character. But this Method ſeems principally appropriated to the Uſe of the *Notarii*, from the Time of *Origen*, to the 8th or 9th Century.

The *Greeks* likewiſe were in the Practice of leaving out ſome Letters in a Word, and drawing a Stroke above, as in $\overline{\text{I C}}$, for Ιησοῦς, *&c.*

The *Romans*, we find, came gradually into a like compendious and ſwift Way of Writing; amongſt whom it was very common to expreſs Words by the firſt Letters of which they were compoſed. Thus *R P* ſtood for *Res Publica*: *P R*, for *Populus Romanus*: *S C*, for *Senatus Conſultum*, *&c.* Theſe were termed by them *Notæ Literæ*. Beſides theſe, they had other Marks or Characters choſen at Pleaſure, to

† Apud Laertium, l. ii. in *ejus Vita*.
‡ Montfaucon, de Palægraphia Græcâ.

expreſs

expreſs Words; and theſe were ſtiled *Notæ non Literæ*. And the Number of them was very conſiderable; invented by Men of Learning in ſucceeding Times; but chiefly by the Poet *Ennius*, *Tullius Tyro*, &c. collected by the learned *Gruter*, to the number of 13,000, now preſerved in the Royal Academy of *Paris*. The Vowels are written by Characters ſomewhat peculiar, except *I*; and there are certain Characters for the Beginnings and Endings of Words, as *borum*, *carum*, *tionem*, *enti*, *amus*, *emur*, &c. Many of them are a ſort of Radicals, having Derivations from them, as *verax*, *veritas*, *veritatem*; and no ſmall Number are peculiarly adapted to expreſs the Verbs ſimple, and their Compounds.

There was likewiſe a Set of Men among the *Romans*, who were characteriſed by the Name of *Notarii*; becauſe writing by Notes, whether in a ſtricter or larger Senſe of the Word, was their Buſineſs.

Next to the *Roman Notarii*, the *Lawyers*, conſidered as a Body, were beſt ſkilled in the *Notes*, and moſt accuſtomed to writing by them; for *Manilius* makes it the *Property* of a good *Lawyer*;

Qui Legum Tabulas & condita Jura
Noverit; atque Notis levibus Pendentia Verba.

But the Practice of *Short-writing* was not only appropriated to the *Notarii* and Lawyers, but extended itſelf to all Ranks and Degrees among the *Romans*. *Octavius Auguſtus* is famous in Hiſtory for uſing it himſelf, and teaching it to his Grandchildren †. And the ſame Author mentions it to the Honour of *Titus Veſpaſian*, that he was very expeditious in the writing of *Short-hand*.

The taking down Orations, and Pleadings of Importance in public, was One eminent Uſe of it, and in which the *Romans* were ambitious to excel.

Plutarch, in his Life of *Cato*, informs us, that the celebrated Speech of *Cato*, relating to the *Catalinian* Conſpiracy, was

† Vita Octav. Auguſti, § 64.

taken

taken and preſerved in *Short-hand.* And we have many *Epigrams* of *Auſonius*, *Martial*, and *Manilius*, deſcriptive and commendatory of *Short-hand.*

The moſt ancient Method of Short-hand that I have met with is a *Latin* MS. intituled, *Ars Scribendi Characteris*; or, the Art of Writing in Characters. The firſt Leſſon or Section conſiſts of 23 diſtinct Characters for the Letters.—The ſecond treats of double Conſonants; and the third diſtinguiſhes the Vowels by Dots. The fourth exhibits the Prepoſitions and Terminations, which he calls Auxiliaries, and of which he has a great Number. The fifth treats of the Conjugation of the Verbs. The ſixth of the Indicative, Imperative, Optative, Subjunctive, and Infinitive Mood. The ſeventh points out how the Adverbs, Nouns, and Verbs, are to be diſtinguiſhed. The eighth contains the Names of the Books of the Old and New Teſtament. The Author of this Tract is unknown; and it was printed in the year 1412. It has many Marks of being genuine. If ſo, it is very methodical for that Age; and from the Prepoſitions, Terminations, and Contractions in this Book, I apprehend that that Language admits of many more Abbreviations than the *Engliſh* †.

But leaving the Conſideration of Swift Writing as practiſed by other Nations; I ſhall now proceed to give the beſt Account I can of that Kind of it, which has been formerly, as well as now, practiſed in our own Nation and Language.

Whilſt the *Black* or *Gothick* Letter obtained amongſt the *Engliſh*, diverſe Contractions in Words, and many abbreviating Marks, were made uſe of, for the Purpoſe of writing more expeditiouſly, which occur to every one's Obſervation, who is converſant in ancient Manuſcripts.

After the *Gothic* was laid aſide, and the *Roman* Letter was introduced, the ſame Cuſtom prevailed. Then *An* was made

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† For a more particular Account hereof, I refer the Curious to an Hiſtorical Account of Swift Writing, by the Rev. Mr. *Philip Gibbs*. Biſhop *Wilkins*'s Treatiſe of a real and univerſal Character. *Montfaucon*'s Antiquities, *&c.*

to

to ſtand for *Anſwer*: *Bp* for *Biſhop*; and many other uſual Abbreviations, mentioned in the modern *Engliſh* Grammar.

Beſides this Method, another was practiſed, of leaving out the Vowels, and attending only to the ſounding Conſonants: Which Method, if not invented, was improved and recommended by Mr. *Radcliff*, of *Plymouth*. This was done analogous to the *Hebrew* Language, and was practiſed for a conſiderable Time; but was not without its Objections; for nothing was done, comparatively ſpeaking, amongſt the *Engliſh*, in regard to *Swift-writing*, till what we call Characters (*i. e.* Brief *Strokes* for *Letters*, and *Marks* to ſignify *Words*) were diſcovered; which fell out in the Reign of Queen *Elizabeth*, in 1588 †. Then it was that TIMOTHY BRIGHT, M. D. publiſhed a Treatiſe called *Characterie*; or, *The Art of Short, Swift, and Secret Writing by Character*. This he dedicates to the Queen, in which he tells her Majeſty, that *Cicero* accounted it worthy of his Labour, and no leſs profitable to the Commonwealth, to invent a ſpeedy Kind of Writing by Character; and that *his* wanted nothing to equal the Device of *Cicero*, but her Majeſty's Allowance, and *Cicero*'s Name. What is moſt remarkable, is his Table of Words, with the Characters adjoining to them, and his being very ſanguine with reſpect to his new Performance.

Mr. PETER BALES ſoon after publiſhed an Improvement upon it, intitled, *Brachygraphy*. His Scheme was, to write the after mentioned *characterу* Words by the *Roman* Letters, with certain *Comma's*, *Periods*, aud *Marks*. Which was, as well as the former, very burthenſome to the Memory.

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† I have an *Engliſh* Manuſcript indeed, dated 1331; but from the Language, Spelling, and Letters, I cannot think it of that Antiquity; and therefore ſhall not diſpute Mr. *Bright*'s Claim to his being the firſt Publiſher of Short-hand in the *Engliſh*: And as there is nothing in it peculiar or extraordinary, I think any farther Account of it unneceſſary.

Mr.

Mr. JOHN WILLIS, B. D. alſo publiſhed a Scheme of *Short-hand*, called STENOGRAPHY; or, *Short-hand Writing, by Spelling Characteries.* He had 24 *leading Letters*, as he calls them, and five others.

The Author begins by ſhewing what Letters may be omitted, as being wholly ſuperfluous, or but lightly ſounded. Then he proceeds to ſhew how the needful Letters of all Words are to be expreſſed. This he does diſtinctly, with reſpect to Words of One, Two, or more Syllables: And particularly as to Monoſyllables, that are produced; that is to ſay, pronounced as having in them a long Vowel or Diphthong. He points out a way of diſtinguiſhing *them* from Words written with the ſame Letters, whoſe Vowels are ſhort; *viz.* by placing the Dot on the Right or Left Side of the Conſonant. Moreover, the Author having handled the general Abbreviation of many Words and Syllables, he comes to a ſpecial Abbreviation of ſome others, conſiſting of ten Alphabets, which he denominates Words of Sort; and which are ſeverally expreſſed by what he calls Defectives; and the firſt ſeven of theſe are ſignified by their firſt Letters, large and ſmall, Stenographical, Roman, Secretary, or other unuſual Letters; the three laſt alphabetical Liſts, by their firſt or ſecond Letters; by their firſt and laſt, and by ſymbolical Figures.

I have been more particular in the Account of this Book, becauſe it is an Original of the Kind. But Mr. *Willis* certainly conceived too high an Opinion of it, when, in his Preface, he ſays, "*As this Book was the firſt that ever gave Direction to ſpelling Characteres; ſo it ſhall continue the laſt, and wear out all the Aberrations thereof, publiſhed or taught by any other.*" For though that Work was much valued for near 40 Years, being publiſhed in 1600, and the 10th Edition, which I have, was printed in 1636, yet every judicious and attentive Reader muſt think it liable to many Objections.

Mr. DIX compoſed a Book of Short-hand, intended as an Improvement of Mr. *Willis*'s, intituled, *Brachygraphy*; or,

Short-writing, by Characterie, printed in 1633. He proposes another Method of placing the Vowels, and exhibits his Rules by way of Question and Answer. He is very particular likewise with respect to what Letters are, or are not, necessary to be expressed, as is evident by his various Examples; but he has made no essential or material Difference in the Conciseness or Distinctness of his Characters.

Mr. THEOPHILUS METCALFE was the next who appeared to make any considerable Improvement in this Art. His Book was called RADIO-STENOGRAPHY; or, *Short Writing the most easy, exact, and lineal, that hath ever been attained or taught.* The peculiar Property of it was, his *Characters* for the *Letters* of the Alphabet were very distinct; but too long to consist with Swiftness: to obviate which Difficulty, he was obliged to use many *arbitrary Characters.* This was printed in 1655.

Mr. GEORGE DALGARNO, M. A. in the Year 1656, endeavoured to improve the *Art of Short Writing*, beyond what others had done, by expressing the *Auxiliary Particles* of the *English* Language, by distinct *Points* and *Places* about the radical or integral Words, after the manner that it is done by *Prefixes* and *Suffixes* in the *Hebrew*; but found at last that there was no way to distinguish the *affixed* Points which he intended to be used *really* from those used before in the *common* way of *Short hand*; (where not only the *capital* Character, but *Points* about it were Alphabetical) but by making the *principal Character* itself, to which they were to be accessary, not *Alphabetical*, but *real**.

Mr. JOB EVERARDT published a Book, intituled, *An Epitome of Stenographie*, in 1658. This is much more remarkable for an antique and humourous Frontispiece, and for Examples of the Art in 33 Languages, taking from *Habakuk* ii. 4. and for his Encomiums on the Art in Verse, than for being any real Epitome of it.

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* *Plot*'s History of *Oxfordshire*, p. 282. See also Dr. *Seth. Ward*'s Essay towards a real Character in the Epistle to the Reader.

Mr.

Mr. THOMAS SHELTON, ſoon after him, publiſhed his Book of *Short-hand*, intituled, *Tachygraphy*; and ſoon after, another called *Zeitography*; or, *a more eaſy, exact, ſhort, and ſpeedy Method of writing Short-hand.* I find nothing, however, very remarkable in it: His Method was approved of indeed by many; but as it was ſomewhat peculiar to that Age, he was very fond of *arbitrary* and *ſymbolical Characters.* This was printed in the Year 1658.

Mr. NOAH BRIDGES publiſhed a Book, intituled, *Stenographie and Cryptographie*; or, *the Art of Short and Secret Writing*, in 1659. His chief Peculiarity conſiſts in chuſing Characters for only 15 of the Conſonants, and for the Vowels *a*, *i*, *o*; and as the Vowels are to be expreſſed by Tittles, or Dots reſpectively placed one above the other; ſo he makes a Dot on the left Side of the Conſonant, when it precedes, and on the right Side when it follows, a Conſonant, to expreſs different Words. By this Method he compoſes a great Number of Words, of Vowels and Conſonants, very intelligible, but prolix; and as it muſt be inconſiſtent with Swiftneſs, he has likewiſe adopted a great Number of deficient, arbitrary, and ſymbolical Characters, which he ſubmits to his Readers Judgment to practiſe or reject, as they ſhall approve.

His Cryptographie conſiſts of the Letters of the Alphabet variouſly tranſpoſed; of which he gives many Examples, and furniſhes us with numerical Tables; as if it were a neceſſary and uſeful Art.

Mr. JEREMIAH RICH, who was cotemporary with theſe, publiſhed a Book of *Short-hand*, in the Year 1669, intituled, *Semigraphy*, or *the World's Rarity.* This was approved of for many Years, and recommended by the learned Mr. *Locke**. His chief Excellency lay in his Contractions for Sentences, and Texts of Scripture; but it is exceedingly difficult to write, and very abſtruſe and puzzling to read.

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* *Locke*'s Treatiſe of Education, Sect. 161.

This was revised by Mr. *Addy* and Mr. *Botley*, by whom some Improvements were made; but they neglected it in some of the most essential Particulars. Many other ingenious Persons about this Time were very sollicitous to improve this Art, either in the Form of the Letters, or other subsequent Rules; as *Facy*, *Heath*, *Stringer*, *Steele*, &c.

Mr. STEELE's Book, which was called *Short-Writing*, *began by Nature*, *completed by Art*, &c. deserves some particular Notice. It consists of three Parts. In the 1st, he shews how many Words may be written by Emblem: In the 2d, he points out some Words that might be written by very concise, though arbitrary Characters; and in the 3d, he gives a *Table* of *Words* and their *Characters*, which he calls Prefixes; as *after*, *again*, *all*, *always*, *among*, amounting to sixty of them. Then follow what he calls the *Tenses* or *Times*, which resemble, says he, the ending Consonants; as *do*, *dost*, *did*, *have*, *hast*, *shall*, *is*, *are*, *art*, &c. He then mentions the six Persons, which are in *Sentences*, as *Vowels* are in *Words*; viz. *I*, *thou*, *he*, *we*, *ye*, *you*, *they*. He recommends the Person and Tense to be joined at the Beginning of a Sentence; and for the Negative *Not*, a Tittle to be placed within, or upon, the Tense, and the Places of the Persons to be according to the Sound of the *Vowels*; as the *Consonants* are set in the *Vowels Places*, so in *Sentences* the Tenses are to be put in *Persons Places*. This may suffice as a Specimen of this Author's Genius for Invention; but much happier it had been if the Rules were adapted to Practice.

Mr. WILLIAM MASON is the next who obliged the Public with a new Method of *Short-hand*, which was called *Art's Advancement*, &c. printed in the Year, 1694; and since that, his Improvement thereof, intituled, *La Plume Volante**. This,

* Besides these, Mr. *Mason* published a regular and easy Table of natural Contractions by the Persons, Moods, and Tenses, *&c.* which

This, Mr. *Mason* says, was founded on much Practice and Experience. This he taught many Years in *London* with great Success, and on this Plan I learned this agreeable and useful Art, and have practised it more than thirty Years, in taking Sermons, Trials, *&c.* But, from Experience, I disapproved of his Choice of the same Character for *b* and *p*;—of his too frequent Expression of the *Vowels*, some of his Marks for Prepositions and terminative Rules; and of his Method of joining the Persons, Moods, and Tenses. However, though there is room for Improvement in the Rules and Application of them; yet there is a peculiar Conciseness, Propriety, and Utitity, in many of his *Letters* and contracting Rules; and I esteem that Plan as the best calculated for Improvement. With a View to this, I not only made it my Study, but also made use of every proper Help to this End.

Mr. EDWARD COLES succeeded Mr. *Mason*, and published a Book, intituled, *The newest*, *plainest*, and *shortest Short-hand*; in which he first exhibits a brief Account of the Short-hands then extant; 2d, plain and easy Rules for Beginners; 3d, a new Invention for contracting *Words*; and this is a Contrivance to express *Words* of one Syllable by so many single or simple *Characters*; and for this Purpose, he proposes, that a Variety of *Letters* may do somewhat to answer that End, 3 a's, 3 e's, *&c.* and a Variety of Places do more; as supposing Letters were put in a threefold Situation, *above*, *upon*, or *under*, a Line actually drawn, or imagined to be so;

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which positive and affirmative Clauses in the said Sheet, he says, may at Pleasure be turned into Interrogatives, by inverting or changing the Words; and into Negatives, by adding the Character for *not*; and by other Ways of Variation, may extend to 5000 Words and Sentences. To assist Persons in using these, the Author published a Key to them, in a little Book, intituled, *Aurea Clavis; or, a Golden Key to the Cabinet of Contractions, unlocking all the Mysteries and seeming Difficulties of an engraved Sheet of Short-hand.*

and

and if both could be joined together, he ſays, the Buſineſs would be effected, and Monoſyllables of every ſort comprehended. *But he left his Work unfiniſhed.*

Mr. FRANCIS TANNER, in the Year 1712, publiſhed a Book of Short-hand, under the Title of *The plaineſt, eaſieſt*, and *prettieſt Method of writing Short-hand.* He very juſtly obſerves, that as in ſhort Writing, the *Alphabet* is *fundamental*, much depended on the Choice of it; and it ought to be compoſed of *Strokes* the moſt ſimple that may be, naturally to join together, without Coincidence. His own he conceived to be ſuch. But I was not a little ſurprized, upon the Inſpection of it, to find his Characters for *a*, *d*, and *t*, the ſame; his *b* and *h* alſo, and his *l* and *r*, varying only a little in Size: From whence I am fully convinced, Confuſion, and Perplexity in the Reading, muſt enſue.

Mr. LANE, in his Book, intituled, *The Art of Short Writing made lineal and legible as the common long Hand*, printed in 1716, propoſes to expreſs the Vowels (even in the Middle of *Words*) ſometimes by the Characters, and ſometimes by Dots in Places aſſigned them according to the uſual Method. He aims at ſome Particularities indeed, but then they are unneceſſary, and of no Importance; as for Inſtance, when two Vowels come together in the Middle of a Word, that only, ſays he, is to be written which is ſounded. And when two Vowels are neceſſary to be expreſſed at the End of a Word, as in *Noah*, &c. you ſhould make the firſt-mentioned Vowel a large Dot, and the other a ſmall one, in their reſpective Places. But I cannot perceive this to be any material Improvement; and there were many prior Syſtems, in my Opinion, preferable to his.

Mr. JOHN WESTON publiſhed another Syſtem of *Short-Hand* in the Year 1721. This he called *Stenography Compleated*; or *the Art of Short-hand brought to Perfection*, &c. It conſiſts of more than 200 *Octavo* Pages. He has made choice of Mr. *Metcalf*'s Characters for the *Letters* of the *Alphabet*; which it muſt needs be owned are plain and diſtinct; but far from being ſo ſhort as the Nature of this Art requires; and this

this probably led him to invent 150 *Marks* or Characters, chiefly arbitrary, by which to expreſs the Beginnings and Endings of *Words*, with a View, I doubt not, of leſſening the Uſe of the Vowels: And for the ſame Reaſon, I preſume, he recommends the joining of many Words together; which I apprehend tends to perplex the Reader; and by a Multiplicity of *other Rules* (many of no apparent Uſe) he has obſtructed the Eaſe and Utility of learning it. For, notwithſtanding he diſcovered a great Genius in the Art, few have either Capacity, Patience, or Leiſure to learn his Method.

The Rev. Mr. PHILIP GIBBS, in the Year 1736, publiſhed an *Eſſay* towards a further Improvement of *Short-hand*. His hiſtorical Account of compendious or ſwiſt Writing, as an Introduction, I admire; but, notwithſtanding that, I cannot approve of his *Method* of *Short-hand*. With reſpect to the *Letters* of the Alphabet, for 14 of them he has adopted two Characters; one to be uſed with *Vowels* ſounded ſhort; and the other with the *ſame Vowels* ſounded long: And a farther Reaſon he aſſigns for that Practice, is to diſtinguiſh between Vowels and Diphthongs. This muſt require more Quickneſs of Thought, and Strength of Memory, than many enjoy, to write agreeable to it; and, muſt, I doubt, occaſion great Perplexity in the Reading.

Dr. BYRON ſo far diſtinguiſhed himſelf as a Profeſſor or Teacher of the Art of Short Writing, that about 24 Years ago, he obtained a Patent for that Purpoſe, as preſuming he had diſcovered a wonderful *Secret*; and great Care has been ſince taken to preſerve it inviolably ſuch, except to his Pupils; he engaging them to pay him five Guineas if ever they taught any other Perſon, in hopes that, by exciting a greater Curioſity, it might increaſe their number*. For this Reaſon it was

* Very different from this were my Sentiments, when I profeſſed to exhibit to the World a better Method of Short-hand than any

was with ſome Difficulty I obtained a Sight of it. He has adopted two Characters for *b*, and two for *l*. But neither in the Form of the Letters, or the Rules, or the Application of them, could I diſcover any peculiar Excellence. The Book of Pſalms in this Short-hand was written in ſingle Characters, which added greatly to the Beauty of them, and correſponded with my Sentiments in that Particular.

Mr. AULAY M' AULAY, has exhibited a new Scheme of *Short-hand* to the Public, under the novel Title of *Polygraphy*, or *Short-hand made eaſy to the meaneſt Capacity*.

It is not without ſome Reluctance that I prevail upon myſelf to give my Opinion of this Work; wherein, if I ſpeak the Truth, I may give offence to the Author, or his Friends; but as it falls ſo immediately in my Way, and I have been much deſired by ſome ingenious Perſons, I hope my Regard to Truth and Candour therein, will be a ſufficient Apology. To proceed then to ſuch Remarks as moſt naturally offer. His Characters for the Letters of the *Alphabet* are, many of them, irregular Curve-lines (See my Introduction, Page 4th): Others are ſo alike in Form, that it muſt be very difficult, if not quite impracticable, to make them diſtinct, when writing faſt. To avoid the little Trouble of expreſſing the *Vowels* in the Middle and the End of Words by Points in particular Places, or putting the next Conſonant in the Place aſſigned to the Vowels reſpectively, he propoſes to write the Vowels, as well as the Conſonants, at full Length. He likewiſe rejects any other Characters or Marks for Prepoſitions and Terminations, or the Beginnings and Endings of

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any hitherto extant. The Particulars wherein that would conſiſt, and the Reaſons on which they were founded, I left for public Inſpection. And as from thence I obtained great Part of my Subſcribers, I cannot but regard them as Teſtimonials in favour of this Syſtem.

Words

Words, than the Letters. Now if all the Letters neceſſary to the Sound of Words, Vowels, and Conſonants, are written, this muſt be a very prolix Method.——He therefore propoſes to expreſs whole Words by 2, 3, or 4 radical Letters, or Parts of them; as *Corrup* for *Corruption*, *abom* for *abominable*, &c. and if either of theſe, or any other Words, differ in their Termination, this is to be judged of in reading by the Senſe, without any Variation in the Character. This Method of writing Words, Experience has proved to me is very perplexing to read, and too deficient to be made a general Rule; which I apprehend is the Reaſon why it is without Precedent.——His propoſing likewiſe to make the ſame Character ſtand for many Words, by a ſmall Variation in Size, or a different Poſition, as placed upon, or a little above, a real, or according to his Specimen, an imaginary Line, are I apprehend too nice Diſtinctions to conſiſt with writing verbatim after a Miniſter, or ſuch-like Purpoſes.—His Diſtinctions of *long Short-hand*, *and ſhort Short-hand* are unneceſſary, for Short-hand ſhould be taught in a Method as ſhort as poſſible to be plain and diſtinct; therefore to propoſe a long Short-hand, muſt be inconſiſtent with the principal Deſign of this Art.——His expreſſing Numbers by the ſame Characters as the Letters of the Alphabet, or Words in general, I cannot approve of; becauſe as common Uſe has adopted Figures whereby to expreſs Numbers, the making uſe of other Characters for that Purpoſe is evidently introducing a greater Reſemblance between Words and Numbers, muſt tend to perplex the Reader, and may be deemed another Inſtance of his Fondneſs for Novelty. In ſhort, this ſimple Character ʊ is, in Page 3d, the Letter *o*, and ſtands for *otherwiſe*. On the ſame Page made a little larger, it ſtands for *u* or *unto*. Page 9, it is made to expreſs the Number 7. P. 8, when made a little larger, it ſignifies *qu*, or *Queſtion*. And of the firſt Size placed a little above the Line, it ſignifies *ſn*, or *Snuff*. Made a little larger, it ſtands for *ſcr*, or *ſcrip*. And in Pages 8 and 9, 12, ſuch ſimple Characters are thus made to expreſs various Words. And though

the Novelty of any particular Rule, is not a certain Mark of its Absurdity, yet wherein there is an almost universal Concurrence in the Sentiments of different Nations, both in the early and latter Ages, in favour of any particular Rules for this Art, it gives such a Sanction to them, that they ought not to be rejected, and others substituted in their room, without being able to assign Reasons for so doing, and demonstrating their superior Utility. And for the Author to assert, that this Method of Short-hand *has this peculiar Advantage*, to suit *all Languages*; that is is easily read by another, and legible at any Distance of Time by the Writer, carries with it, in my Opinion at least, the Appearance of mere Parade and Fallacy. And however he may please himself with the Novelty, or amuse the unskilful by plausible Representations, those who are at all acquainted with the Art, cannot so much as wish to borrow any thing from his Performance, and must think a Patent quite unnecessary to secure his Property. For I am fully convinced from the Observations I have made, and, I doubt not, a more critical Review would demonstrate to any one, that it is as impossible to be a good Proficient in this Art upon his Plan, as to learn the *Mathematics* without *Problems* in *Geometry*, or *Painting* without the Rules of *Perspective*.

Mr. ANNET's *Short-hand* is comprised in three *Octavo* Plates, excluding the Title and 33 Pages as an Introduction. His Letters consist of several irregular Curve-lines, and some others have too great a Similitude. He then gives a Specimen of 19 Rules for contracting Words, *&c.* and exhibits a short Alphabet of arbitrary and symbolical Characters. In the next Place, he furnishes us with the Marks or Characters for about 30 Prepositions and Terminations, and subjoins some Examples of their Use; and he concludes with a Specimen of part of the 4th Chapter of the Book of *Proverbs*, and the 29th Psalm. In his subsequent Rules, he endeavours to explain and recommend them. But from several Observations I have made, I apprehend; I may say truly, at best it is only calculated for private Use.

Mr.

Mr. THOMAS GURNEY has likewiſe publiſhed a Book of *Short-hand*, intituled, *Brachygraphy*; or *Short-writing made eaſy to the meaneſt Capacity*. In his Preface he informs his Readers, that his Work is an Improvement upon the ingenious Mr. *Maſon*'s 3d Book, called *La Plume Volante*. Upon my Peruſal of this Book, I find ſeveral Alterations in the Characters for ſome of the Letters, Prepoſitions, and Terminations. I freely acknowlege ſome of them are Improvements; but I cannot think ſo of others; and I apprehend his Praxis is not properly adapted to the Capacities of Learners in general, and to the moſt uſeful Purpoſes of this Art; notwithſtanding he employs ſix Pages in Examples of joining Perſons, Moods, and Tenſes. In his Supplement, he enlarges theſe Examples, by ſhewing how a great Number of Sentences may be formed by adding the Negative *Not*, and by other Variations at Pleaſure; but as my Plan will principally differ from Mr. *Maſon*, and from Mr. *Gurney*, with reſpect to expreſſing the Vowels, and the uniting the Characters for ſeveral Words in one, I have thought it neceſſary to lay down ſome ſtated Rules for thoſe important Purpoſes, and to add my Reaſons for ſo doing, which I have confirmed by Examples in the Praxis. Whether theſe are founded on Facts, I freely ſubmit to the Judgment of the Reader.

There are ſome other Methods of Short-hand, as Mr. *Tiffen*'s, Mr. *Ewen*'s, Mr. *Bloſſet*'s *&c.* which though I have ſeen, I purpoſely omit giving any Account of, as I thought it altogether needleſs.

I have been alſo favoured with the Sight of ſeveral curious Manuſcripts; one, a Variation only of an upright Stroke in Size and Poſition, which ſome Gentlemen have learned, and reduced to private Practice.

Another is the *Old* and *New Teſtament* written in Mr. *Maſon*'s Short-hand, with ſome Improvement by Mr. *Higham*, wherein I had the Pleaſure to find a Correſpondence of Sentiments with reſpect to writing Words ſingly.

Thus I have in a brief Manner traced the Hiſtory of *Short and Swift Writing*, and ſhewed the *gradual Advances* made therein from the firſt Invention, down to the preſent Time. And I apprehend, with reſpect to the Cultivation of this Art, no Nation can diſpute the Pre-eminence with the *Engliſh*, as Mr. *Locke* intimates in his Treatiſe of Education.

The only *French* Book of Short-hand that I have ever met with of any Account, is intituled *Tacheographie Ou L'Art D'Eſcrire auſſi viſte qu'on parle*; which the Tranſlator tells us is taken from a Book of Short-hand, written by Mr. *Charles Ramſay* in *Scotland*. That which I have, was printed in 1681; and from the Conciſeneſs and Diſtinction in the Letters, which are exemplified in joining more than 200 double and triple Conſonants, and the Characters for the Prepoſitions and Terminations which he repreſents as inſeparable from the Art, ſeems to me to be the beſt that had appeared in the World at that Time, to which there have been great Improvements ſince.

But notwithſtanding this Art has been greatly improved amongſt us, I cannot agree that it is yet brought to Perfection.

Whether, in my preſent Attempt, I have done any thing conſiderable towards it, I leave the Skilful and Unprejudiced to judge. I would beg Leave here to obſerve, that the preceding *Remarks* are founded on *Experience*, and not Prejudice; and the Syſtem of *Short-hand* I now offer to the Public, is one regular conſiſtent Plan, as conciſe as poſſible; free from an unneceſſary Multiplicity of Rules, and from Uncertainty, Confuſion, and Perplexity in the Application of them. I have alſo taken care to adapt it to the moſt common and neceſſary Occaſions of Practice; particularly, the three learned Profeſſions. And as I have aimed at furniſhing every neceſſary and proper *Rule*, ſo the *Obſervations* and the Examples for the Illuſtration thereof, are ſuch as may be eaſily underſtood, and be ſufficient to convey the Knowledge of this Art without any other Inſtruction than the Book itſelf. In the Review of other Authors, I

have

have made it my Buſineſs to improve by them, without paying an undue Complaiſance to the Opinion of ſome, or affecting any Singularity in Oppoſition to others: It has likewiſe been my Care to make the following Work ſo complete in all the Parts of it, as not to need any Supplement, or Appendix whatſoever. Nevertheleſs, ſhould any Gentleman find on the Peruſal any Difficulties to be explained, or any Improvements neceſſary, I ſhall thankfully receive any Hints of that Kind, and pay a proper Regard to them.

INTRO-

INTRODUCTION.

AS I have already given in the Preface, a concise Account of the Origin of the Art of Short Writing, so far as it is known, and of the progressive Improvements made therein, and have particularly taken Notice of what has been most remarkable in the Authors of the last Century, as well as more modern Writers; I now proceed (as the proper Subject of an Introduction) to give some Account of the present Undertaking: of the Principles upon which I have proceeded; and the Reasons why those Letters, Rules, &c. have been made choice of; which I presume will contribute to the Satisfaction of Gentlemen of Genius, as they are adapted to Instruction, and tend to obviate some Objections that might otherwise be made to it.

And as it is universally allowed, that the *Letters* of the *Alphabet* are the Ground-work, or Foundation, of Short-hand; so the Choice of such *Characters* for them, as are most simple, most easily made, and readily distinguished, must undoubtedly appear the highest Recommendation in a Work of this Kind.

That the Alphabet I have adopted (principally Mr. *Mason*'s) is such, will, I presume, appear from the following Observations, with this one previous Remark, that the CHARACTERS for the Vowels are used only when they stand alone, or begin Words: For when it is necessary to ex-

pre-

preſs them in the Middle or End of Words, we have a better Way to do it. See PLATE I.

1ſt. I obſerve, with reſpect to the *Characters* for the *Letters*, there are but eight properly denominated *ſimple Strokes*, viz. m, c, p, l, s, d, t, n; for characteriſing 24 Letters, ſome of them muſt either ſtand for more than one Letter, of the ſame Size as my c and k, and a and s (for Reaſons ſhewn in the following Pages) or they muſt ſtand for different Letters by a Variation in the Size, as my q is a Semicircle, only larger than c; and my *Character* for z, is a Stroke in the Form of the ſ; only longer and fuller: But I have gained only two Letters more by this Variation.

The next Method, which I think Mr. *Maſon* judiciouſly contrived, was giving a ſmall turn to *five* of the *Simple Strokes*, whereby e, f, g, j, and u, are formed. I have now only 17 Letters of the 24, and the moſt obvious and practicable Method remaining, is a Conjunction of thoſe *ſimple Strokes* to form the moſt ſhort and diſtinct Characters; and of this Denomination are b, h, o, r, w, x, y; though b and y are made by ſhort Strokes at the Beginning of the Character.

Some Gentlemen have made choice of irregular curve Lines for the Characters for the Letters; which I have abſolutely rejected, as not only very aukward to join with other Letters, but becauſe the Diſtinction is too nice to be obſerved in writing faſt; and if not made correct, will have too great a Similarity with other Letters.

For the ſame Reaſon I have avoided the Choice of *Characters* for *Letters* that differ only in Size; becauſe that Diſtinction is not eaſily complied with, when writing in haſte. In the two Letters q and z, I have approved of it: The Similitude in the Sound of c and q, and of s and z, in many Words, is one Reaſon, and the Uſe of theſe Letters occurring ſeldom, is another.

The Choice of ſuch Characters as are moſt eaſy and diſtinct for Letters moſt frequently uſed, and often joined together, it muſt be owned, is no ſmall Addition to the Improvement of this Art. And that I might not be deficient therein,

therein, I have made the niceſt Examination, and alſo informed myſelf from Compoſitors; and I am from hence convinced, that theſe, or ſuch-like Method, had been made uſe of by Mr. *Maſon* for his Direction; ſince I may venture to aſſure my Readers, that *Short-hand* is not capable of much Improvement in this Particular.

I am the more confirmed in this, from my Acquaintance with three Gentlemen, two of them Schoolmaſters and Mathematicians, who ſpent many Years in attempting to improve the Art by Alteration of the Letters for greater Conciſeneſs and Diſtinction, and found it impracticable *; and from a very extenſive Acquaintance with the Alphabet made uſe of by the ſeveral Authors extant in the laſt and preſent Age, I apprehend thoſe Letters which I have made choice of, are peculiarly adapted to join with each other. Many of them are ſuited to form conciſe and diſtinct Contractions for Prepoſitions, and Terminations. See PLATE III. And many of the more arbitrary *Characters* for Prepoſitions and Terminations are eaſily connected with them. This will be very uſefully illuſtrated by the following Obſervations.

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* Theſe Gentlemen attempted the Conſtruction of the Letters on mathematical Principles. This has naturally led them to chuſe a Point. and eight ſimple Strokes for ſome, and to ſubſtitute four acute Angles, and four right Angles for others. Theſe latter are all of them compounded of the ſimple Strokes; ſome of them are not only very difficult to join with ſome other Letters, but when joined would very often puzzle the Reader to diſtinguiſh them whether as one, or as two Letters.

INTRODUCTION.

SECTION I.

Obſervations on the *Characters* for the *Letters* of the *Alphabet*, and their *Significations*.

a IS always caſt upward: And when any other *Letter* is added to it, they are joined together at the Top: And when *a* ſtands alone, which is but ſeldom, we have another way to expreſs it. See PLATE V.

b (As before intimated) is compounded of a ſhort Stroke or Tick joined to a Hyphen. The form of this Letter is diſtinct; and, from its Suitableneſs to join, is really ſhort. It is never uſed after *m*, as not being ſounded; as in *Dumb*, *Tomb*, *Doubt*, &c.

c and k are the ſame; becauſe c is never uſed but when it has the Sound of k; except in Words beginning with the Prepoſition *Circum*.

d Is a plain ſimple Character, ſufficiently diſtinguiſhed from the Character for *th*, being twice the Length.

e Is always begun at the Bottom, and caſt upward; and never uſed but when alone, or at the Beginning of a Word. See PLATE IX.

f and ph Are the ſame, becauſe their Sound is the ſame.

g Needs no Explication; but that it ſtands at the End of a Word for *dg* or *dge*.

h Is properly no Letter; and when it begins a Word, may be often left out, as in *Honour*: When alone, ſtands for the Words thereto affixed in the Alphabet: When it begins a *Word*, and is united to a *Conſonant*, it is always joined at the Bottom. See PLATE X.

i This Vowel, when it ſtands alone, is well expreſſed by a Dot. When it precedes a *Conſonant*, it is for the moſt part omitted, as *in*, *im*, *ir*, *il*, &c. When it precedes *d* or *g*, it is proper to make a Dot at the Beginning of the Letter, or place it behind the Conſonant. In the Middle

and End of Words, it is uſed according to the Rules to be obſerved with regard to the Vowels. See PLATES I. and X.

l m and n Need no Explanation.

o Is either uſed at the Beginning of a Word, or by itſelf for *o*. And how it is diſtinguiſhed in its Uſe from the round *s*, and the Termination *ing*, will preſently be ſhewn to be very eaſy.

p Needs no explaining; but when joined to *h*, is expreſſed by *f*, as before mentioned.

q or qu Is the ſame; theſe Letters being always joined. And as in moſt Words it has the Sound of *k*, the Reſemblance in the Character is natural, and the Difference in the Size is ſufficient to diſtinguiſh it.

r Is written two Ways; at the Beginning of a Word, as the Character itſelf: In the Middle or End of Words; by a ſhort Stroke from the laſt Letter; as *dr*, *gr*, *mr*, *tr*, &c. See PLATE II.

s There are two Characters for *s*. The firſt is like *a*, but then it is always begun at the Top, and caſt downward; and the Letter following is joined to it at the Bottom, except when *s* is final, which is then ſometimes caſt upward; but cannot be miſtaken for *a*, becauſe *a* is never expreſſed at the End of a Word but by a Dot. This *s* is ſometimes uſed to diſtinguiſh the Plural from the Singular Number; but very ſeldom, except in Words ending with *ce*, *eſs*, or *eſe*. See PLATES IV. and V. The other *s* is round, like the Letter *o*; but is diſtinguiſhed from it in its Uſe, and from *ing*. a Termination ſeveral Ways.

t This *s* never begins a Word but when joined to *t*; and then *ſt* is thus wrote ρ. Whereas *ot* is thus ٩, and never occurs in the Middle of a Word. And *ing* is generally terminative where the round *s* is never placed; of which many Examples occur in the Praxis. But the Uſe of the round *s* in the Middle of Words is ſo admirably adapted to join with ſo many Letters to ſhorten the Characters for ſuch a Number of Words, and is with ſo much Eaſe diſtinguiſhed,

tinguiſhed, that I am greatly ſurpriſed that any Author of Short-hand has omitted the Choice of it. And beſides, where the long *ſ* is ſometimes final, the Practitioner, by the Uſe of the round *s*, may join that Word to the next, and contract the Character with Diſtinctneſs. See PLATE XVIII.

u or v, Which is deemed neceſſary to be diſtinguiſhed in common Writing, is unneceſſary in this Art. The Vowel *u* is generally joined with *n* at the Beginning of a Word, which is very eaſy; and when it comes in the Middle and End of a Word, it is expreſſed, by a Dot in the Place reſpectively aſſigned it. See PLATE I. It is therefore generally uſed as *v*, in both Reſpects the Character is well adapted, as will be ſeen in the Praxis.

w, In Mr. *Maſon*'s Short-hand, which I learnt, was like the Secretary *e* thus written ϑ. This I found in ſome Reſpects inconvenient; I therefore took the Character or Mark Mr. *Maſon* choſe for the Plural Number *we*, which is often commodiouſly joined to another Word; but as the other Character had alſo its Advantages, I have placed it among the Prepoſitions for *wh*; whereby many Words will be written with more Eaſe and Diſtinction, and from the Praxis I preſume will appear an Improvement in this Art.

x Is a Croſs; and as it ſtands in the Alphabet, requires takeing off the Pen to make it; but is generally executed by one ſingle Stroke. See PLATE IX. And when it comes in the Middle of a Word, let the following Conſonant croſs the former; as maxim, noxious, &c.

y Which (in Mr. *Maſon*'s Short-hand) required taking off the Pen to make it, is by this Character begun at the Bottom, and caſt upward; by which means it is eaſily joined to any other *Letter* or *Word*, and very eaſily diſtinguiſhed.

z Having the Sound of *uzzard* or *zod*, may be the ſame as *s*, and requires no more Diſtinction than a little more Length, and Hardneſs in the Stroke.

Laſtly, As each Letter of the Alphabet is ſingly the Character for the Word or Words annexed, either from the Sound it carries of the Word (Beginnings, Endings, &c.) or from the Frequency of its occurring in Diſcourſes when it ſtands for more than one Word, I have taken care to make choice of ſuch as will not perplex in the Reading. Thus *m* ſtands for *him* and *may*. As theſe Words never come together, I find no Inconvenience to ariſe from it. Should it appear more diſtinct and intelligible to the Learner, he may add a Dot in the Place of *a*, to diſtinguiſh the latter according to the Obſervations on Vowels. See PLATE I.

SECT. II.

Obſervations on the *Double* and *Triple Conſonants.*

1. HAving thus largely treated of the Letters, the Joining of them is the next thing that naturally follows in this Work, and how to do it in the moſt natural, eaſy and diſtinct manner; which, when known, will introduce the Learner to the Knowlege and Practice of the Art; and he may at once obſerve, that Short-hand does not require a ſtrict Regard to the Rules of Orthography; ſuch Letters as ſound the Word being always ſufficient to expreſs it by; and in ſome Caſes fewer may ſuffice. See 2d Leſſon PLATE II.

2. Here, for greater Diſtinction ſake, I have given in the firſt Place a Liſt of ſuch double and triple Conſonants as ſtand for the Words annexed to them, becauſe they ſound them, and need no Explanation, nor are at all burthenſome to Memory. As theſe Examples are ſufficient for the Learner to form any ſuch-like Monoſyllables, I have very rarely inſerted any in the Praxis. I then ſubjoin a Liſt of 30 of ſuch double and triple Conſonants as ſtand for the Words annexed to them; becauſe, from their frequent Occurrence in Sentences, it is found eſſential to this Art, and has been the Cuſtom of many Authors, to expreſs them in the moſt

concise

concise Manner, notwithstanding the Letters may be deficient, or may not fully express the Words. What I have inserted indeed, I would recommend to be perfectly learned, being highly expedient; yet have purposely added but few more, being very unwilling to overburthen the Memory of the young Practitioner. But if with regard to any particular Words, these shall not be thought sufficient, it is very easy for the Learner to add one or more Letters to express these Words by. See PLATE II.

SECT. III.

Observations on the *Vowels.*

1. IT is to be observed, that I have, in Page 1. given a very particular Account of what I apprehend to be the various Forms and Methods of expressing the Vowels, and the Manner of doing it, conformable or analogous to the Custom of all other Authors (Mr. *M'Aulay* only excepted. And as I have executed it with the greatest Perspicuity, the Expediency, if not Necessity, of some Rule for that Purpose (in many Words) will be as clear and obvious as the Rule itself; and such as may with Ease be reduced to general Practice. Nevertheless I would propose, as the greatest Improvement this Art is capable of, that no one should confine himself at all times to those precise Rules. It is a Maxim, as in all other Arts, so in this more particularly, there is no Rule without an Exception. These Exceptions I would chiefly suggest in some subsequent Remarks; and in the first Place I would observe, that the Capacities of Persons so greatly differ, that Memory, or Readiness of Apprehension, in some, will frequently supply the Want of a strict Conformity to Rule. And it may admit of greater Freedom in Words, or Sentences, which often occur in each one's particular Practice. However it is proper to be observed in this, Place;

2. That

2. That though the diſtinct Places of the five Vowels are pointed out, a preciſe Regard to them may be diſpenſed with, and the Uſe of three only may be ſufficient; as *a*, *i*, *o*.

3. That the ſingle Vowels in Words of One Syllable which ſtand between two Conſonants, may be omitted; as in *find*, *fond*, *fund*, &c.

4. This may extend to all Monoſyllables in which the Vowel is the laſt Letter ſounded, though a Conſonant is final; as in *nigh*, *flaw*, *Plough*, *Dough*, &c. according to the Example, PLATE I.

5. When a Vowel comes between two Conſonants twice in Diſſyllables, or Polyſyllables, then to expreſs one, and omit the other, is generally the moſt eligible; as in the Word *Method*; though not always neceſſary, as in the Word *Matter*. See PLATE XI.

6. When two Vowels divide the Syllables in a Word, it is generally expedient to expreſs the laſt of the Two by placing the following Conſonant in the room of the laſt; as in the Words *Palliate*, *Expiate*, &c.

7. If it ſhould be aſked, why I have ſo particularly preſcribed the Method of expreſſing the *Vowels* in the Middle and End of Words by Dots in particular Places reſpectively aſſigned them, and at the ſame time have omitted ſo many of them in my *Characters* for Words? I anſwer, That the plain obvious Uſe of the Rules, is to enable a Practitioner to write any Word in any Science, which perhaps very rarely occurs, and which the radical Conſonants alone would not enable him readily to apprehend and pronounce; but that they are to be omitted, as often as the Words may be diſtinguiſhed without them, is equally reaſonable. And *this*, future Obſervations and Examples will ſhew*.

SECT.

* In the Hebrew Language, though the Vowels are left out, yet the Coherence renders it intelligible to the expert Reader. Now there is not only the ſame, but greater Reaſon for leaving out the *Vowels* in *Short-hand*; becauſe, where the Vowels written at full

INTRODUCTION.

SECT. IV.

Obſervations on the Prepoſitions *and* Terminations, *or Beginnings and Endings of Words.* PLATE III.

IT is not to be ſuppoſed, in Short-hand, that the Beginnings and Endings of Words ſhould be written Letter by Letter: This would be very tedious; therefore, for the moſt common Beginnings and Endings of Words, we have certain Characters, or Marks, that are ſhort, plain, and eaſily joined to the Letters. Theſe I have, for greater Diſtinction, divided into two Claſſes: Firſt, ſuch as are a Contraction of the Letters; and next, ſuch as are more arbitrary, and dependent on the Memory. Some are both Prepoſitions and Terminations: for they need no Diſtinction in this Reſpect! and many are expreſſive of whatever Vowel precedes or follows. A little Trial will convince the Practitioner, that ſuch Prepoſitions and Terminations are at leaſt of great Utility in Short-hand †. And, notwithſtanding

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full Length, or by Points, the following *Conſonant* always ſubſtituted in the room of the preceding Vowel, it would be next to impoſſible for a Perſon to take Two Thirds of a Diſcourſe ſo faſt as ſpoken.

But as ſome Words in the *Hebrew* Tongue are not at firſt Sight eaſily or readily apprehended, otherwiſe than as the Senſe may direct; which probably introduced the Uſe of the *Hebrew* Points; ſo there are ſome Words in the *Engliſh* Language, that, if written in *Short-hand*, would be very hard to diſtinguiſh without the Vowels. As to theſe Words, whether Monoſyllables or Polyſyllables, I have endeavoured in the Praxis to ſhew where they are neceſſary, and where they may be diſpenſed with. And this at the ſame time ſhews the Expediency and Uſefulneſs of ſuch an alphabetical Praxis.

† Mr. *Weſton*, after he had preſcribed 120 Marks (moſt of them perfectly arbitrary) for Prepoſitions and Terminations, in his *Syſtem* of *Short-hand* now extant, a little before his Deceaſe, invented 12 more, which he communicated to a Friend, with a Sight whereof I have been favoured. This at leaſt ſhew. he had found the Utility, if not the Neceſſity of them.

ſtanding it may occaſion ſome Trouble to commit them to Memory, I have inſerted no more than are really neceſſary; and their Advantage to the Facility of Writing will abundantly add to the Pleaſure, and compenſate for the Trouble.

N. B. It may be alſo proper to obſerve of theſe Prepoſitions and Terminations (for greater Diſtinction) that *Ceive* is always begun at the Top, and is drawn downward. *Ver* begins at the Bottom, and is carried upward. *After*, being both a Prepoſition and Termination, when it begins a Word, is drawn downward; and ending it, it is caſt upward.

SECT. V.

Obſervations on the Contracting Rules, PLATES IV. *and* V. *and other Abbreviations.*

THOUGH theſe Rules in general are ſo ſhort, plain and eaſy, as not to need any thing to be ſaid to recommend or adapt them to Uſe; yet the following Remarks may be proper.

Rule 13, viz. To place a Dot over the next Word for *a*, or *an*, is a Contraction of Mr. *Maſon*'s. It may be conſidered as a Method to diſtinguiſh *a* from *s* when alone; but I think the Difference with reſpect to Shortneſs not conſiderable.

Rule 14. To expreſs *(from)* by a Dot, &c. is a ſhorter Method, but not ſo diſtinct as the Character itſelf. See PLATE VI. And therefore I do not recommend theſe as of equal Utility with many others.

Beſides theſe Contractions in general, it may be alſo obſerved, that it is a common and expedient Contraction of a Character for ſome long Words, to leave out a Letter in the Middle of a Word, where it is not eaſy to be inſerted; eſpecially where the Senſe will diſcover the true Reading without it.

It

It is likewiſe expedient to abbreviate any Words in a Manner which Cuſtom has rendered familiar to us; as ſometimes to expreſs proper Names by the firſt three or four Letters; as *Sam* for *Samuel*, *Hen* for *Henry*, *Ben* for *Benjamin*, &c. and ſome other Names by the firſt and laſt Letter; as *Wm* for *William*. For this Reaſon *Mt* may ſtand for *Ment*, *ld* at the End of a Word for *Land*. But though this may be ſometimes admitted, yet when the Characters eaſily unite better to expreſs the Name or Termination, it is to be preferred. See alſo Obſervations on arbitrary Characters.

As to Points or Stops in this Art, which I have mentioned at the Foot of this Page, agreeably alſo to Mr. *Maſon*'s Method; ſince a full Stop is ſo neceſſary many Times to be diſtinguiſhed, I think it may be proper to do it by an upright Stroke, thus | : for which Reaſon, I have not made uſe of ſuch a Character for any other Purpoſe.

SECT. VI.

Obſervations on the Alphabetical Praxis.

AS the young Practitioner, who has learned the firſt or fundamental Rules of this Art, *viz.* the Letters, Prepoſitions, and Terminations, with the contracting Rules, may, notwithſtanding be often at a loſs, to join them in the moſt eaſy, natural, and beautiful Manner; therefore for ſuch I apprehend a Praxis is admirably adapted, and that they can by no other Method receive Inſtruction ſo well.

1ſt. In general, I have endeavoured therein to make choice of the moſt common and polite Words, and thoſe principally primitive ones; and to ſhew the Method of joining the Conſonants; and where to expreſs, or omit the Vowels; the Uſe and Manner of connecting Prepoſitions and Terminations; and likewiſe the Uſe of the contracting Rules. The Conciſeneſs of the Characters, and the Propriety of the Rules, will from this Praxis evidently appear without any Diſguiſe.

2dly. Though I have inſerted ſome Words with their Terminatives ſufficient for Examples, I have been in that Article as ſparing as poſſible, in order to my introducing a greater Number of primitive Words, which are much more eſſential and inſtructive. The Practitioner may readily add the Terminative, according to PLATE III. by which means he will be able to form three times the Number of Words.

I have alſo choſe to have alphabetical Praxis's peculiarly adapted to particular Profeſſions; which I apprehend is much better than if they were united in One.

If any ſhould imagine, that the Rules preſcribed require not only an uncommon Genius, but a conſiderable Time and great Degree of Patience to become Maſters of it, then my Apology (if any be needful) is, that I aimed at furniſhing as complete Syſtem of Short-hand as I was capable of, adequate to the moſt public and important Uſes of it.

I do not pretend to ſay, that an Acquaintance with all the Rules, and the proper Application of them, is neceſſary for private Practice. No: a ſuperficial Knowledge of the ſix firſt Plates is ſufficient for that Purpoſe. Yet it muſt be confeſſed, that an accurate and familiar Knowledge of all the Rules and the Praxis, is very requiſite for ſuch as propoſe to practiſe in public. The Advantage will ariſe in Proportion to their Acquaintance therewith; for the more perfectly the Rules are learned, the more conſiſtent and uniform will be the Practice; the practical Artiſt will with more Eaſe read his own Writing after it has lain by for ſome time; and it is much more likely to be read by another who has practiſed on the ſame Plan.

SECT. VII.

Obſervations on arbitrary and ſymbolical Characters. PLATE XVI.

BY *arbitrary* Characters, I mean ſuch as ſtand for Words which neither conſiſt of any of the Characters for the Letters of the Alphabet, nor bear any Reſemblance to the thing deſigned or intended to be expreſſed. And of this Denomination I may call the *Engliſh* Alphabet in their natural Characters, which I have made to ſignify ſuch Words as are annexed to them, principally to diſtinguiſh Opponents; as Plantiff and Defendant; Proſecutor and Priſoner: Or public Offices; as Magiſtrate, Judge, Council, &c. Several longer Titles may be written by the common Contractions; as Bachelor of Arts, B. A. Doctor of Divinity, D. D. Keeper of the Privy Seal, C. P. S. Fellow of the Royal Society, F. R. S. Lord Chief Juſtice, L. C. J. Lord High Treaſurer, L. H. T. &c. And from Experience I find there is no Perplexity in it, but an eaſy Way of writing the Words much ſhorter, and abſolutely diſtinct from any others. Nevertheleſs, ſhould this Rule be diſapproved by the Learner, it may be eaſily laid aſide, and Characters formed from the Letters of the Alphabet, ſubſtituted in their Place.

N. B. Theſe arbitrary Characters I have intended to expreſs; not only the Primitives, but alſo the various Terminatives. Notwithſtanding, to many of them it is eaſy to add the Characters for their Terminatives, *er*, *ed*, *eth*, *es*, or *ing*, &c. if it be thought neceſſary.

By *ſymbolical* Characters, I mean ſuch Marks as bear a Reſemblance to the Things deſigned to be expreſſed: And as it muſt be allowed that they are eaſily remembered, I therefore conceive that their Expediency is perfectly plain and clear in regard to the Shortneſs of them. And conſidering

the Multiplicity of Words in the *Engliſh* Language, if all Words were to be formed from the Letters, there muſt neceſſarily be a greater Reſemblance; and conſequently where that is avoided, and greater Diſtinction introduced, without Burthen to the Memory, it muſt be an Improvement of the Art.

SECT. VIII.

Obſervations on Joining ſeveral Words together.

THOUGH I have in the Proſecution of this Work, taken particular Care the Characters for the *Perſons*, *Moods*, *Tenſes*, &c. ſhould be very *ſhort*, becauſe they very frequently occur; and in Complaiſance to the Opinion and Example of ſome Authors of Short-hand, and a general Prepoſſeſſion in favour of it, have adapted thoſe Characters to join; I cannot however ſee the Fitneſs and Propriety of joining many Words together, conformably to the Rules preſcribed in ſeveral modern Plans; particularly, thoſe recommended by Mr. *Weſton* *; and I apprehend, if we regard the different

* Mr. *Weſton* introduces his Rules for Joining by ſaying, That there are in every Sentence, 2, 3, 4, 5, 6, 7 or more Words, which may be joined, without taking off the Pen, in the Twinkling of an Eye; and that by the Signs of the *Engliſh Moods*, *Tenſes*, *Perſons*, *Particles*, &c. He likewiſe ſays, that there are twenty Words properly called *the Signs* of the *Engliſh* Moods and Tenſes, and eight called the Perſons; as alſo the Word called the *Negative Not.*

Now his firſt Rule directs, That where 2, 3, 4, or more of theſe come together, the Practitioner is to join them in One Character.

Rule 2. That the Verb or Participle ſhould be joined to any one or more of theſe.

Rule 3. That the Pronouns governed be joined to the Verb or Participle governing; and that whether theſe Pronouns refer to Perſons or Things, or to both; and whether they come immediately after the Verb or Participle, or after the *Negative Not*, or other Adverbs or Conjunctions, the (to) or (unto) to be left out.

Rule

ent Capacities of Learners, the Facility in Learning, and the Eaſe of Reading, it will naturally follow, that joining many Words together will be attended with great Difficulty and Confuſion; and that the following Regulations are highly expedient. But

1ſt. I would promiſe and diſtinguiſh betwixt joining and contracting of Words: For though every Joining ought to be a Contraction, every Contraction is not a Joining.

The Method of writing a Conſonant in the Place of the preceding a Vowel, is univerſally approved of, as a Contraction in a ſingle Word. This may ſometimes extend to and ſerve as a Method of uniting two or more Words, as well as contracting them, when the Words *as*, *is*, *us*, &c. are expreſſed by *s* being put in the Place of *a*, *i*, or *u*. You may at other Times join the firſt Conſonant of the next Word. See PLATE XVIII. Specimen 1ſt.

2d. Such Words may be joined together where the laſt Conſonant ſounded in one Word begins the next; as in the 24th contracting Rule, and Specimen 2d.

3d. If the laſt Stroke of a Conſonant is the Beginning of the next Word, and by uniting will ſave taking off the Pen, it it is a proper Reaſon for joining. See Specimen 3d.

4th. When a Stroke in the preceding Word will abbreviate the Character for the next, though it may require the taking off the Pen, it may nevertheleſs be joined according to the Genius of this Art. As by Specimen 4.

Rule 4, That the ſaid *Conjunctions*, *Adverbs*, and Signs of the *Moods* and *Tenſes* be joined to one another whenever they come together, although ſome other Word or Words happen to be the *Nominative Caſe* to the Verb, inſtead of the Pronouns, &c.

Rule 5. That the next Word which comes after the aforeſaid Signs, muſt be joined to them.

Rule 6. That the *Pronouns* governed be joined to the Prepoſitions governing,

Rule 7. That the Subſtantive is to be joined to any adjective going before it.

5th. Compound Words may and ought to be joined together; as in Specimen 5th.

6th. Some ſhort Sentences which frequently occur in Diſcourſe from the Pulpit, and to which the Characters are peculiarly adapted to join, may be learned and practiſed with Eaſe. Though the Particles *of*, *the*, &c. are omitted. See Specimen 6; and ſome other Examples occur in the Praxis.

7th. I have alſo given a Specimen of ſome Sentences, conſiſting of *Perſons*, *Moods*, *Tenſes*, &c. and others again which Cuſtom has introduced, and which the Characters muſt be ſtrained to abbreviate; all which I freely ſubmit to the Choice of the Learner either to uſe or reject, ſince I cannot recommend them.

Laſtly, With regard to the joining many Words in a Sentence, as it muſt always exclude the leſſer Particles, and frequently ſome Letter or Letters not eaſily inſerted, in order to render it of any Advantage at all, I have, in PLATE XIX. given ſeveral Specimens of Sentences compoſed of the *Perſons*, *Moods*, and *Tenſes*, and alſo of Sentences in *Law*, *Phyſic*, *Theology*, occaſional *Memorandums*, &c. firſt written ſingly, and then conjointly; which, I doubt not, Judges will approve of, as a proper Illuſtration of the preceding Obſervations.

There are ſome other general Remarks on Joining, with regard to Mr. *Weſton*'s Rules, and other modern Authors, who lay a great Streſs upon it, altogether as neceſſary to be made as any of the former*. With reſpect to joining the *Perſons*

* It ſeems to me very inconſiſtent with the Nature of this Art, that Perſons ſhould recommend the disjoining Conſonants in ſingle Words to expreſs the Vowels diſtinctly, and at the ſame time preſcribe the joining many Words together without any Diſtinction at all. This Objection Mr. *Weſton* muſt apprehend to ariſe; for he has firſt endeavoured to ſubſtitute Characters for almoſt all Words, either by the Letters, however deficient, excluſive of the Vowels, or by arbitrary Marks, intended primarily for Prepoſitions and Ter-

Persons and Signs, with the *English Moods* and *Tenses*, *Pronouns*, *Participles*, &c. mentioned by Mr. *Weston*, even admitting a Person to be a good Grammarian, it must require a great Strength of Memory and Quickness of Apprehension, to write according to those precise Rules: And if the Practitioner does sometimes, but not always, or often, comply with them, it introduces a greater Variety in his Method and Manner of Writing: And such different Practice, at different Times, tends to greater Perplexity in the reading afterwards what was written.

But the Difficulty of learning such Rules, must be much greater to a Person unacquainted with Grammar; and it must be acknowledged, there are many such Persons, and even Men of Genius, who learn and practise this Art with great Advantage. And therefore I apprehend the Rules ought to be adapted to mere natural Abilities.

It must also I presume be allowed, that however perfect any Method of Short-hand may be, it will often happen, that two or three Words joined together will be like some single Word, which renders it difficult to read: And this Difficulty must increase by joining 4, 5, or 6 Words, even upon the Supposition that the Characters for the several Words are written according to the general Rules.

But in joining many Words together, it is sometimes necessary to depart from the Rules commonly prescribed for writing these Words; ending Vowels, Consonants, and even Particles, being oftentimes left out; by which Means the Writer is greatly puzzled to read what he wrote but a little before, and it becomes often impracticable to read it at all.

Notwithstanding these Observations, some Persons plead

Terminations, however burthensome to the Memory; and although, to Persons of great Genius, he may appear to have formed an extensive Plan, yet to Persons of common Capacity, I apprehend it to be too difficult for their Practice; for which Reason I prefer a different Method. See PLATE XIX.

for

for joining what are called the auxiliary Verbs, *am*, *art*, *is*, *be*, *been*, *was*, *waſt*, *were*, *wert*, *did*, *didſt*, *have*, *haſt*, *hath*, *has*, *had*, *hadſt*, *may*, *mayſt*, *might*, *mighteſt*, *could*, *couldſt*, *ſhould*, *ſhouldſt*, *would*, *wouldſt*, *ought*, *oughteſt*, *can*, *canſt*, *can't*, *ſhall*, *ſhalt*, *will*, *wilt*, to the Perſons, *&c.* I freely own this Method is liable to the feweſt Objections, though I cannot from any Perſuaſion of its Utility recommend it. Notwithſtanding, as I have made choice of Characters for the *Perſons* and Signs of the *Engliſh Moods* and Tenſes, which are very ſhort; and have taken Care that ſuch Particles as moſt frequently occur in Sentences, ſhould be written with Eaſe, and capable of being joined together, 2, 3, 4, or more, as the Subject, or the Genius or Pleaſure of the Writer, may ſuggeſt, ſo I hope by this Method I have adapted it to univerſal Uſe, and in that reſpect brought it nearer to Perfection.

I may here obſerve, that as the Letter *i*, is a Dot or Point, and not eaſily and diſtinctly joined to other Letters, I have alſo adopted a ſhort Stroke half the Length of *a* or *s*, PLATE VI. ſo that thoſe who chuſe to join the Perſon ſingular, may do it by that Character, which I apprehend as good as any other.

If it ſhould be imagined, that there is any thing in the *Letters* or *Rules* of my *Short-hand*, that does not render it ſo fit to join together, as ſome other Methods; I anſwer, That I know of no ſuch thing. All Methods of Short-hand muſt conſiſt of ſtrait and curve Lines in all Directions; and in this I have had a particular regard to render it lineal and beautiful, as well as ſhort.

From what Remarks I have made concerning the Methods and Propriety of joining the Characters of ſeveral Words together, I apprehend it muſt appear, that to learn to write according to the Rules uſually preſcribed for Joining, requires greater Capacity and Application than to write them ſingly; and that the Practice, as well as the Reading, is thereby rendered more difficult and perplexing, and the Characters when written are not ſo lineal and beautiful. I may therefore appeal to ſuch as are proper Judges, even admitting that there

is

is ſome ſmall Advantage in the Shortneſs, whether that Shortneſs be equivalent to other Diſadvantages.

SECT. IX.

Obſervations on the Specimens of Coherent Writing. PLATE XX.

I Have at the Deſire of ſeveral of my Subſcribers given Mr. *Pope's Univerſal Prayer* as a Specimen, which I preſume will be approved, as the Language muſt be allowed to be eaſy, and yet contain a great Variety.

I have alſo made choice of the Lord's Prayer and the Firſt Pſalm. The former being printed in Mr. *Gurney*'s Shorthand, and the latter in Mr. *M'Aulay*'s.

I have alſo given ſundry Specimens of Pieces, ſelected from the *Univerſal Penman*, on Knowledge, Education, Friendſhip, *&c.* wherein the Proficient in this Art will find great Variety of polite and elegant Words, wrote with Conciſeneſs, and eaſy to be underſtood; and I thought more Examples unneceſſary, as there are ſo great a Number of Words alphabetically ranged in the preceding Praxis.

SECT. X.

General Directions to the Young Practitioner.

1ſt. WRITE the Characters of the 24 Letters, or any other Column, as you did a Copy at the School; by which Method you will learn to form the Characters truly, and at the ſame time engraft in your Memory their Signification.

2d. Proceed gradually, and practiſe the Rules in the ſame Order as I have diſpoſed them. Their Connection and Dependence on one another, make this Expedient abſolutely neceſſary.

3d. Write ſlowly and correctly at firſt; for greater Eaſe and Facility in making of the Characters will increaſe upon you by Practice.

4th. Though ſome of the Rules here preſcribed may poſſibly, at firſt View, appear to you unneceſſary, and ſome of the Words be thought too long, or you may be apt to imagine you can with Eaſe read Words more abbreviated; yet do not be too haſty in your Determination; but make yourſelf Maſter of the Art, before you attempt or aim at any ſuch Variations.

5th. It muſt be owned, there is a near Reſemblance of ſome Characters for different Words: In order therefore to diſtinguiſh them aright, it is proper to be well verſed in the Rules contained in the firſt four Leſſons, and then the Difficulty will in great meaſure ceaſe.

6th. As I have, in my Remarks on the Vowels, recommended it to leave out the Uſe of them as much as poſſible, conſiſtent with preſerving a proper Diſtinction in Words; it is neceſſary the Learner ſhould inure himſelf to as much Conciſeneſs at firſt, as is agreeable with the Rules, and his Capacity will admit.

7th. Write your Characters pretty large at firſt: The proper Diſtinctions in the Characters will be more eaſy.

8th. Though the Perſons, Moods, and Tenſes, in my Syſtem of Short-hand, are as well adapted to join as in any other whatſoever, I would notwithſtanding caution the young Practitioner to be well verſed in writing the Characters ſingly, before he meddles with Joining, that he may avoid ſuch Connections as claſh with Diſtinctneſs; otherwiſe it will increaſe his Difficulty in writing and reading it, and retard his Improvement.

I ſhall conclude with ſome general Obſervations. I have in ſome Inſtances ſpecified two Ways in Writing the ſame Word, as *temperate*, *&c.* both conformable to Rule, one of which may be preferred by ſome Perſons to the other, as more eaſy to form, or more intelligible to read. Sometimes the Difference may be occaſioned by Contraction of a Letter,

as in *could*, *&c.* Likewise some Words are symbolical, as *above*, *below*, *before*, *behind*, *&c.* Consequently in Writing, *therefore*, *wherefore*, *&c.* the Primitive with a Dot on the right Side, is *therefore*, or *wherefore*; but *fr* for *fore*, is added with so much Ease, that it may be done instead of taking off the Pen to make a Dot. Note also, that Variation is sometimes expedient for the sake of Distinction: As *and* is a Particle, and yet occurs in the Middle and End of Words, I have used that only in the Word *Hand*, *Command*, *&c.* but have substituted *ld* for Land, that by that Variation there might be a greater Distinction. For the same Reason, though *wd* is sufficient to express would, *wd* standing for many other Words, I chose to express would by *ld*; which cannot be mistaken for Land, because it is never terminative, except in proper Names, and then it is distinguished by the Sense.

Furthermore as my Mind has been intent on making the greatest Improvement possible, I have thought the Particle *to*, as it occurs very often, might be expressed by the Letter *t*; though I have not done it, chusing rather to add a Point or Dot in the Place of *o*, as that is more conformable to Rule. This I would therefore submit to the practical Artist's own Choice; and may now faithfully assure my Readers I have omitted nothing, which I apprehend has any Tendency to improve this Art.

SECT. XI.

Observations on the Utility and Advantages arising from this Art.

LAstly. As I have now finished the necessary Instructions, I shall conclude with mentioning some of the important Advantages arising from the Practice of this Art. And I flatter myself, this may be as useful as entertaining; since I purpose to communicate my Sentiments of the Nature, Design, and present Utility of it, without Flattery or Disguise.

1ſt. I would recommend it to our *Engliſh* Youth of both Sexes, as a very innocent, agreeable, and advantageous Amuſement; but more eſpecially to ſuch young Gentlemen, as are intended to employ their future Studies in either of the three learned Profeſſions; *viz.* Law, Phyſic, and Divinity; wherein the ſmall Trouble they may take to acquire it, will be abundantly compenſated by the Pleaſure and Profit that will naturally and neceſſarily ariſe from it. But

2. It is not confined to any Science or Profeſſion; the Stateſman and Politician; the Phyſician and the Divine; the Counſellor and the Lawyer; the Hiſtorian and Gentleman; the Merchant, and the Factor; the Tradeſman and Mechanic, will find its Utility in Proportion to their Application to it, with reſpect to Expedition or Privacy.

Hereby the Miniſters of the Goſpel are aſſiſted in their private Studies, to prepare their Diſcourſes for more general Uſefulneſs and Satisfaction; and in thoſe happy Seaſons, when the moſt pertinent and extenſive Ideas preſent to their Imagination, and the moſt natural and beautiful Language flows with ſuch Fluency, that they moſt of all wiſh for the Pen of a ready Writer, how admirably is this Art adapted to retain thoſe Thoughts, otherwiſe fleeting as the Wind, and ſeldom to be recalled!

To a Perſon of a religious Diſpoſition, though in a private Capacity, how properly is this ſuited to improve it, by making the moſt affecting and inſtructive Part of any Diſcourſe his own, and thereby giving it a ſtronger Impreſſion on the Mind. And this Conſequence may happily attend it, even though the Perſon is not capable of writing verbatim: But how inconceivable the Pleaſure, when he can with Eaſe copy from the Lips of an Orator, all his ſtudied Beauties of Language, and Strength of Reaſoning, and renew his Satisfaction with the Review of it.

By this Art, the Attorney, with pleaſing Dexterity, may minute the Pleadings of the Counſel at the Bar, or the more profound Remarks and Sentiments of the Judge. And this Pleaſure will greatly increaſe, as it may ſubſerve to his

Improve-

Improvement in the Knowledge of the Law, and contribute in ſome future Period to fix the Laurel on his Head.

Aſſiſted by this Art, the Members of our auguſt Aſſembly may with Pleaſure ſcan the Importance of every Debate, collect the Force of ſuch Arguments as are adapted to ſtrengthen the Motion, and prepare themſelves with greater Perſpicuity, Force, and Conciſeneſs, to reaſon upon them, ſhew their Weight and Importance; or otherwiſe to make the moſt pertinent Objections, and ſhew the Arguments of their Opponents inconcluſive. And in fine, by this Art, the Hiſtory of former or later Proceedings in the grand Council of Parliament, may be tranſmitted to Poſterity, for the Honour of the *Britiſh* Patriot, and for the future Improvement and Entertainment of ſucceeding Ages.

In the Sciences of Anatomy and Phyſic, how admirably is this Art ſuited both to the Profeſſor and the Student; the former is aſſiſted to make the moſt ſignal, intereſting, and curious Obſervations with greater Eaſe and Diſpatch, and to treaſure up ſuch a valuable Collection of Remarks on the Nature, Cauſes, and Effects of many Diſeaſes incident to the human Frame, and of the Operation and Effects of Medicine in general, as may prepare him the better to aſſiſt others in the Theory and Practice of thoſe Sciences; while the Student, in the proper Application of this Art, will facilitate his Improvemeut, and imbibe a proportionable Satiſfaction.

There is one Advantage in general ariſing from the Practice of this Art, which I may preſume to mention, as founded on Experience; *viz.* That of ſtrengthening or improving the Memory. When a Perſon who is writing any Diſcourſe, Oration, Pleading, *&c.* is obliged to retain the laſt Sentence, (which often happens) and muſt ſtrictly attend to the following, in order that he may commit the whole to writing, it ſo inures the Mind to Retention, that I may venture to ſay, a Practical Artiſt herein would remember more of a Diſcourſe without writing, than a Perſon by the Uſe of a common Hand would be able to take down in the Time.

SECT.

SECT. XII.

Obſervations on the Common-Place Book.

IT is no uncommon Obſervation, that Short-hand is very convenient in making Memorandums; and as I think it excellently ſuited to this Purpoſe, ſo I wiſh the Practice of it was more frequent, and the Pleaſure and Advantage ariſing from it more generally experienced: To this Purpoſe, I have endeavoured to improve the Method of keeping ſuch a Memorandum or Common-Place-Book, as is recommended by the learned Mr. *Locke*, by Columns adapted to various Purpoſes.

The firſt Column is intended as a Memorandum of our own perſonal Conduct, agreeable to that well-known Diſtich of *Pythagoras*;

Where have I been? In what have I tranſgreſs'd?
What Good or Ill has this Day's Life expreſs'd?

For this Purpoſe, this Art, both for Expedition and Privacy, claims the Preference; and the Utility and Advantages of ſuch a Method are ſelf-evident.

The ſecond Column is intended as an Entry of common Occurrences, of an intereſting, entertaining, or commercial Nature. The Facility of doing it is much increaſed by this Method, a Card only being ſufficient to contain the Occurrences and Tranſactions of a Day.

The firſt Part of the third Column is intended more immediately for the Uſe of ſuch, whoſe Practice in this Art has probably extended to one or more Volumes; in which, occaſionally, many curious Extracts have been inſerted, Orations of Importance taken down, or other uſeful and curious Matters contained, that may afford Pleaſure or Profit on the Reviſal; for ſuch a Book I would recommend to the Uſe of every Practitioner.

The

The other Part is intended for the Learner's Improvement, by entering ſuch Words, as he might not ſo readily write with Eaſe and Conciſeneſs. Some of which will occur in every Man's particular Practice.

I have only propoſed a Plan: I do not preſume to dictate to any one. Some may indeed eſteem it uſeleſs and inſignificant; but I hope others will approve of it, and adapt it to Practice.

That theſe are the Advantages of Short-hand, I believe will be admitted by competent Judges; and in them I apprehend the principal Uſes of it conſiſt: Altho' I am not inſenſible, that ſome Gentlemen of extenſive Erudition have objected, that it is not ſo univerſally adapted to their Studies as they could wiſh, with reſpect to making Quotations from the learned Languages, without much Perplexity in the reading it afterwards. And as this is a Point wherein a Remedy is chiefly to be deſired, I have for that Purpoſe, with reſpect to the Latin Tongue, paid a particular Regard to it in my Prepoſitions and Terminations; and have the Pleaſure to find that the Letters of the Alphabet, and Rules in general, are eaſily adapted to it; ſince whenever a Vowel is Terminative, we have given Rules how to expreſs it; and where a Diphthong occurs, the laſt Vowel is ſufficient to be expreſſed: And where a Conſonant is final, there can be very little Difficulty. Should any ariſe, I ſhall be very glad to aſſiſt the Curious in this Particular: And, ſhould it appear to me at all expedient, will add a Plate with the Characters for the moſt common Prepoſitions and Terminations of that Language, conſiſtent with thoſe of our own; without any additional Expence to the Purchaſers of this.

It may be alſo proper to obviate another Objection or two; *viz.* that this Art is greatly prejudical to Orthography. This, I apprehend, is ſcarce ever the Caſe, where the Perſon has been previouſly acquainted with the proper Rules for true Spelling: For I believe theſe Rules will equally occur where true Spelling is properly regarded.

Others

Others again object, that it ſpoils the writing a good Round-hand. This is by no means a neceſſary Conſequence; there being ſome Ingenuity and Command of the Pen requiſite to form a good Character, as well as a good common Letter. And if learning the Art of Swift or Short-hand in any Degree leſſens the Accuracy of writing the common Hand, this is abundantly compenſated, by inuring the Artiſt to ſuch Facility in the Uſe of the Pen, as is ſeldom if ever acquired without it.

I ſhall therefore conclude with recommending it to the Parents and Guardians of Youth of about twelve or fourteen Years of Age, as ſoon as they have learned to form their Strokes well in the common writing Hand, to let them have Leſſons in this Art; whereby they may gradually acquire the Knowledge, and attain the ready Practice of it, as an Amuſement rather than Taſk, and be ſo far from proving a Hindrance to their Improvement in other Branches of Learning, that it will tend to aſſiſt their Improvement in them; which is the ſincere Deſire of

Their humble Servant,

J. A.

The Letters of the ALPHABET and their Significations. See Observations P. 3			VOWELS in the Middle & End of Words are express'd by Dots in particular Places. See Observations P. 5		
a	/	ah, ai, ave	For a and e, dot strait	aha	/
b	⌊	be, buy, by	with the top; for i or	me	)
c	(	covet, see	y in the middle; and	my	)
d	\	ed, de, did	for o and u strait	so	/
e	/	ever; he	with the bottom thus ae ey ou	due	\
f	⌉	if, ph			
g	⌈	God	Sometimes put the	fate	⌉
h	⌊	hath, have	following Conson-	feet	⌉
j	⌋	high, Jesus, jove	ant in the place	fit	⌉
i	·	i, eye, the	of the preceding	foot	⌊
k	(	c, or ck	Vowel, ... as	flute	⌊
l	∪	Lord			
m	)	him, may	When two or three	area	⌐
n	–	in	Vowels come to-	sea	/
o	∘	oh, owe	gether; dot in the	die	\
p	∩	people	place of the Vowel	foe	⌊
q	C	question	sounded, ... as	true	⌊
r	⌐	air, are, her			
s	/	is, ous, self	When a Vowel precedes	law	∪
s	∘	never stands for s alone.	gh, w, or y, dot for	key	(
t	⌊	first, it, short	the vowel sounded,	nigh	–
vu	–	you, un, ven	or put the proper Con-	low	∪
w	∧	we	sonant in its place, as	fever	⌊
x	×	Christ			
y	✓	why, ye, yea	When two Vowels come	liar	∪
z	/	his, hiss	together w. divide the	lion	∪
&c	⌐	and so forth	Syllables, dot for the 1st	pious	∩
Viz	\	ved, vid, void	& put y. following Con-	noah	–
			sonant in y. place of y. last.	duel	⌐

b ⌊
h ⌊ or –
w –

Double and TRIPLE CONSONANTS which Sound the Words they stand for			Double and Triple Letters which stand for the Words annexed tho' deficient in that respect. See Intro.[n]		
br		bar, bear, bier	ag		against, age
cl		call, coal, kill	ap		apostle
cm		came, come	aq		acquaint
cn		can, known	bh		behave
cs		cause, kiss	bl		bless, believe
dr		dare, dear	bp		baptise, baptist
dtr		daughter	dl		devil
gn		gone, gun	dt		death, date
lm		lamb, lame	dc		doctrine, duke
lp		help, leap	fl		flesh, fail
ls		else, alas	gr		great
lst		last, lost, lust	gp		gospel
lt		let, light	grl		general
mpr		empire	gs		grievous
nd		end, need	knm		kingdom
ndr		endure	ln		learn
nx		next, annex	mm		member
pl		pale, pool	ng		neglect
rk		ark, rock	nw		notwithstanding
rl		earl, rule, real	pc		peculiar
rsn		risen, resign, reason	qd		as if he had said
sm		psalm, same, some	rl		religion
sn		sin, soon, sun, son	rp		repent
tl		till, tell	sc		scripture, seek
tr		tare, tear	sp		spirit
xd		exceed	ss		society, seperate
xl		excel	tr		trespass
xp		accept, except	tt		titus, together, twain
xt		exit, excite	xtr		extraordinary

Prepositions and Terminations; OR Beginnings & Endings of Words, which are Contractions from the Letters, with the Words they stand for when alone.

ance, ness	7	hence, news
cian, sion, shon, tion	σ	on, own
ante, anti	⌐	ant, anoint
ban, beni, boun	—	been, begin
cad, ked	⸜	could, kid
car, cor	∪	care, cure, cover
circum	G	circle
cruc	+	crucify, cross
cess, sus	ρ	she
—or thus	∂	sing, song
ceive, sav	⸝	save
ceived	∝	saved
def, div	⸌	dive, dove
est, edst	ρ	set, sight, sought
eth, th	⸌	that, or thou
ment	⸮	mate, meet, mute
non	—	none, long
pra, pre	~	pray, prey
point	⌒	appoint
satis	∫	satisfy
sh, tial	⸜⸌	shall't
us, hus	7	use, house
var, ver	⸝	verse
version	ϑ	variation
ward	⸌	award, wood
ab, hab, ob	⊢	abrupt

Prepositions and Terminations; the Characters for which are Arbitrary, and dependent on the memory, with the Words they stand for when alone. See Intro.n

able, ible	⸺	able abel
after	/	after
bet, bit	⸌	but
ch	⸤	chapter child
chr	⸝	charge church
change	⊐	changeth
ference	~	preference
finite, fold	†	infinite, fiction
fill	⸤	fill
full	⊥	full
good	⸢	good
graphy	V	geography
hold, held	h	hypocrite
ing, ong	∘	o or globe
order	⸝	occupier
par, per	—	particular
pect	⌓	place
scrib	⸝	ascribe, scribe
sanct	⸝	sanction section
sever	⸝	soever saviour
lick, luck	ψ	like ship
trans	⸝	trance transgression
tempt, tat	T	temporary
vol	V	voluptuous
up	⸜	upright
wh	ϑ	which
who	⸝	woe whosoever

Terminative and Contracting Rules
with some Specimens of their
Use and Application. See P. 7

1 For ity, place a dot over the word, ... thus	ability	
	possibility ..	
2 For ify, or nify, put a short upright stroke over the word, ... thus	purify	
	signify	
3 For ification, or nification, add the Termination, tion, ... thus	purification	
	signification	
4 For act, ect, ict, oct or uct, join a short stroke to the last letter, thus	perfect	
	protect	
5 For action, ection, iction, oction, or uction, draw the stroke through, thus	attraction ...	
	protection ..	
6 For acle, ecle, icle, ocle, or ucle, place l across the last letter, .. thus	pinacle	
	physical ..	
7 For on, or upon, put a Hyphen stroke just over the word, ... thus	on the River.	
	upon land .	
8 For rer, ror, &c. cast a stroke each way, ... thus	nearer	
	terror	
9 For ave, eve, ive, ove, &c. give a small turn to the preceding letter, ... thus	native	
	connive	
10 For ful, join a stroke up to the last letter, ... thus	careful	
	needful	
11 For ce, cs, or ese final, sometimes carry s up from the last letter, ... thus	pierce	
	distress	
12 F L M N R S, being made Large, signify they are Double, ... thus	immense	
	efficient	

13 A, or an, may be expreſs'd by a dot over the next word to the left, thus	a man.....	2
	an angel....	ʌ
14 From, may be expreſs'd by a dot on y. left side at y. bottom of y. next word thus	from him...	.)
	from them.	.)
15 For through, draw a fine stroke through the following word, thus	thro' the world	⊖
	thro' faith....	⊖
16 For long, or forth, carry a stroke forward from y. preposition, or word, thus	prolong....	⌒
	henceforth..	⌒
17 Ground, or foundation, is expreſs'd by a stroke drawn under joining, thus	foundation of y. world	Ω
	ground of hope	Ω
18 For away, or far off, make a dot to y. right cornerwise, at y. top of the former word, thus	gone away...	L·
	taken away.	L·
19 For opposites, or viæ versa, after y. first word or phrase make a semi circle, thus	light & darkneſs	⌐)
	good & evil..	⌐)
20 For remote repetition, after the first phrase draw a stroke or dash, thus	with all the heart	ʌ ⌒ ⌐
	with all the soul } with all the mind }	ʌ/ʌ/ʌ
21 For immediate repetitions, draw a line under the word or sentence, thus	moses moses	ʔ'
	saul saul...	ʔ
22 From place to place, draw a stroke between the two characters, thus	London to Bath	⌣ — ⌐
	verse 2 to the 9th.	2 — 9
23 When the last word ends in a vowel, begin the next word in its place, thus	any time...	⌐ ⌐
	many things	2 ⌐
24 When a word ends with a consonant that begins y. next word, once written will suffice, thus	human nature	⌐
	natural life..	⌐
25 For a full point, observe a double distanc. For a new Subject begin another line.	Fear God. Hon. y. K.	⌐ ⌐ 6
	And when Jesus &c	⌐

An ALPHABET of WORDS

including the Persons, Moods, & Tenses; also such Particles &c.

which most commonly occur in discourse

so contrivd for the most part as to be joinid to each other with ease;

whereby some hundreds of Sentences

may be formid in so many Characters at Pleasure.

See Intro.n

again		*has*		*neither*		*thee*	
alike		*have, hath*		*never*		*their, there*	
also		*having*		*nevertheless*		*them*	
although		*hast*		*near, nor*		*then*	
always		*her*		*no, none*		*this, thus*	
am		*here*		*not*		*these, those*	
among		*hereafter*		*off*		*thro*	
an — or		*his*		*often*		*till*	
and		*hither*		*on, one*		*toward*	
any		*how*		*once*		*truly*	
as		*i*		*only*		*verily*	
art, right		*in*		*otherwise*		*unless*	
at		*indeed*		*or, our*		*into*	
be, by		*is self*		*out, ought*		*upon*	
been		*it, short*		*past*		*was*	
being		*lastly*		*perhaps*		*we*	
but		*lately*		*put*		*were, wert*	
canst		*less, little*		*present*		*with*	
could, st		*let*		*please*		*within*	
didst, deed		*long*	—	*provided*		*what, weight*	
do		*mayst*		*said, saith*		*when*	
doing, thing		*me*		*see*		*whence*	
either		*mightst*		*say'st*		*where*	
for, fear		*mighty*		*seldom*		*wherefore*	
from		*mine*		*since, sense*		*whether*	
future		*more*		*shalt*		*which*	
gave, give		*most, must*		*she*		*wish, wist*	
go		*much*		*should'st*		*whom*	
going, giving		*my*		*some, same*		*wilt*	
hadst		*namely*		*spake, speak*		*would*	
happily, haply, hardly, readily		*nay*		*that, thou*		*you*	
		new		*thy, they, day*		*yet*	

AN ALPHABETICAL PRAXIS

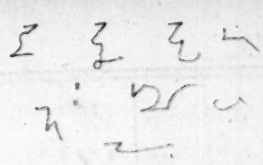
exemplifying all the preceding Rules
by the most common Words
in various Arts and Sciences.
See Introduction

A		aforesaid		attended	
abhor		agreeable		attract	
abominable		alas, all, else		attribute	
abound		alarm		avarice	
absence		almost		aversion	
absolute, obsolete		altogether		awake	
accept		amazing		axis	
accepted		ambition		**B**	
accepteth		amend		balance	
accepting		amiable		behaviour	
acceptable		ample		beautiful	
according		anger		became, become	
acknowledge		anguish		because	
accused		animal		beginning	
acquisition		another		behalf	
active		annual, annul		behold	
actual, axle		antiquity		being	
address		answer		beloved	
adequate		anxiety		benefaction	
admire		apprehend		beneficent	
admit		ardent, radiant		beneficial	
admonish		ascend		benefit	
adorn		ashamed		benevolent	
advance		aspect		beseech	
advice, advise		aspire		better, bitter	
affection		assembly		between, betwixt	
affliction		assiduous		beyond	
afford, offered		assured		bounty	

C		conjecture		depart	
calculate, collate		conjunction		depend	
cannot, count		conscience		desire	
capable		connection		despair	
capacity		consequence		destroy	
careless		consider		different	
certain		conspicuous		difficulty	
changeable		contempt		dignity	
chargeable		contribute / contrite		diligent	
character		converse		disaffection	
charity		convenience / convince		dissatisfaction	
charitable		correct		dissipate	
chearful		corrupt		disappoint	
chief		covenant		disciple	
christian		create		disobey	
church memb.		creator creature		disorder	
circular		creation		dispense	
circumcision		cultivate		despise, dispose	
circumference		custom		direct	
circumspection		curiosity		divine	
command and		**D**		domestic	
commemoration		daring, during		dominion	
comment, mit		decease, disease		doubtful / dutiful	
commendation		deceit		durable	
commerce		deceive		dust	
commission		declare		duty	
commiserate		decree		dwell	
communicable		dedicate		**E**	
compensate		degenerate		early, really	
comprehend		degree		earth, wrath	
condition		delay		earnest, unnest	
confession / confusion		delight		ecclesiastical	

echo		evident		false	
eclipse		exalt, exult		family	
ecliptic		examine		fatal	
ecstasy		example		father	
edge		exceeding		favour	
edify		excellency		felicity	
edifice		exchange		felix	
educate		execute		fellowship	
effectual		exhort, excite		female	
elect		exhibit		fertile	
election		expatiate		fervent	
elegant		expect, inspect		field, flood	
element		expedient		fidelity	
elevated		expence		flatter	
eligible		expiate		finally	
employment		explain		firmament	
emulation		expostulate		flexible	
endearing		extensive		flourishing	
encourage		extend		flowers	
endeavour		extenuate		formation	
energy		exterior		fornication	
enemies		extinguish		fortify	
enlarge		extirpate		friendship	
enrich		extol		frugal	
epistle		exuberant		fulfil	
erring, earring		eyes, in the		furious	
espouse		eyes of the Lord		**G**	
essential		eyes of ye Nation		garden	
esteem		**F**		genealogy	
eternal		fable		generality	
evade		facility		generally	
evening		faculty		generation	

generous		human		inferior	
generosity		humbly		inflexible	
genius		humility		influence	
grace		**I**		inherit	
grace of God		jealousy		injunction	
grace of our L. J.C		jehovah		innocency	
gracious		jewel		inordinate	
grandeur		idea		insensible	
grass		idolatry		insight, insist	
gratify		ignorant		inspire	
gratitude		imagine		interest	
gravity		imitation		intellectual	
greater		immature		intricate	
guilt		immediate		interpret	
H		immense		invariable	
habit		immortal		invention	
habitation		imperfect		invisible	
habitual		impiety		joy	
hand		important		judicial	
harmony		impossible		justify	
hatred		impotent		**K**	
health		impracticable		kind	
heaven		impair, impure		kingdom	
heroic		inaccurate		kingdm. of God	
himself		incessant		kingdm. of Christ	
history		inconstant		kinswoman	
holy wholy		independent		know, knew	
honourable		indignation		knowledge	
hope		indirect		knowingly	
horizon		indulgent		**L**	
horror		infallible		labour	
however		infamy		land, led, laid	



latitude		mercy		—O—	
large		method		obedience	
lawful		microscopic		object	
lecture		military		oblation	
legacy		minute		observe	
lesson		miracle		obtain	
liberty		mischief		ocean	
liberality		miserable		ode, odd	
life, left		moderate		odious	
likewise		modern		office	
limitation		modest		old, oil	
lamentation		momentous		old things	
logic		motive		old times	
longitude		mountain		omission	
love, live		mutable		omnipotent	
lordship		—N—		omnipresent	
lustre		natural, internal		opinion	
lying, living		navy, envy		opposite	
—M—		necessary		opportunity	
majesty		necessity		operation	
mankind		needful		optics	
manifold		negative		oratory	
mansion		negligent		orb	
master		neutrality		ordain	
mathematics		nobility, inability		original	
maxim		north		ornament	
meaning		nothing		orrery	
measure		notorious		overlooked	
meditate		nourishment		owner, honour	
memorable		novelty		—P—	
mental, mutual		number		pacify	
mercenary		nuptial		palliate	

parable		produce		reconcile	
pardon		profit, prophet		recover	
paraphrase		profession, profusion		rectify	
passion		progress		recommend	
pastoral		promiscuous		reflect	
partial		promote		reform	
patience		propitious		regard	
paternal		proportion		regulation	
perhaps		propriety		rejoice	
period		prostrate		relation	
permission		prospect		relax	
pernicious		provide		remission	
perplex		purchase		repugnant	
persecute		purge		reputation	
perseverance		purify		request	
person		**Q**		require	
persuade		qualification		resemble	
philosophy		quality		reserve	
planet, plant		quantity		residue	
pleading		quarrel		resignation	
pleasure		quench		resolution	
plenty		query		respect	
possession		quiet, quite		reverence	
powerful		quick		revenge	
practice, praxis		**R**		riches	
premise, promise		rational		righteous	
prepare		reality, overrule		ruler	
presence, prescience		reasonable		**S**	
preside		receive		sabbath	
presume		receipt resist		sacred	
pretension		recognize		salvation	
procure		recollect		sanctify	

satisfaction		supreme		victim	
search		suspect		views, voice	
season, session		system		virtuous	
select		**T**		violence	
sensitive		temperate		visibly	
sensual		temple		vitious	
seraph		temporal		unavoidable	
several		terrestrial		uncertain	
sirs, source		themselves		unchangeable	
situation, station		therefore		understand	
social		therewith		understood	
somewhat		thought		united	
somewhere		thousand		universal	
sorrow		thousand worlds		useful	
special		tradition		utility	
specimen		traffic		**W**	
spectator		transaction		want, went	
speculation		transcend		weak work	
spiritual		translation		whatsoever	
sovereign		transubstantiation		wheresoever	
soul		treasurer		wicked	
state		tribulation		wisdom	
steadfast		tribunal		without	
strong, string		tyrannize		worship	
study		**U**		**Y**	
subject		vailable		yard	
sublime		vanity		young	
subsist		variable		youth	
suggest		various		**Z**	
superior		vegetable		zeal	
supply		vehement		zodiac	
support		vicissitude		zone	

LAW TERMS AND PHRASES.

accomplice		goal		nemine contra	
actionable		grant		nonjuror	
adjournment		guarantee		nonsuited / insisted	
administration		habeas corpus		outlawry	
advowson		hereditament		oyer & terminer	
appropriation		heirapparent		parochial	
arbitration		high treason		prohibition	
bargain & sale		implead		perjury	
between ye said parties		incumbent		provided alw.	
bankrupt		indenture		proviso	
bona fide		indictment		quarter sessions	
bribery		information		recognizance	
burglary		informer		revocation	
capias		inquiry		special matter in evidence	
codicil		inrollment		supersede	
dividend		insurance		testament	
duplicate		interrogatories		transportation	
easement		inventory		trover	
enfranchise		justice of peace		value of land	
execution		jurisdiction		visitation	
expenditors		kings bench		utensils	
factorage		knight of the shire		will & testament	
fieri facias		larceny		writ	
forestaller		lease & Release		writ of enquiry	
forfeiture		legitimate		window tax	
forgery		letters patent		warrt. of attorney	
fraudulent		magna charta		yeilding & paying	
freeholder		manor		yeoven	
furniture		main-prize			

An Alphabetical list of Words
IN
Anatomy, Physic, and Surgery.

abscess		glandulous		omentum	
abdomen		— glossus		orifice	
amputation		genioglossus		oothyoides	
anatomize		hectic		osterography	
arteries		humours		pancreas	
asthmatic		— hyoideus		passages	
attenuate		hysteric		pharynx	
bladder		inflammation		— phragm	
breathing		intermittent		plurisy	
cancerous		interology		processes	
cartilages		intestines		pulse	
circulation		jugular		quinsey	
compression		juices		quintessence	
concoction		kidneys		respiration	
consumption		lacteal		restringent	
contraction		ligaments		retention	
corrosive		lungs		saliva	
defluxion		lymphatics		sinews	
digestive		matrix		spermatic	
disease		medicinal		stagnation	
dissect		mesentery		stomach	
dysentery		midriff		structure	
embryo		muscles		stylohyoideus	
emetic		nerves		tendons	
eruption		nervous		texture	
extension		nostrils		thorax	
fibres		nutritious		vessels	
fluid		nympha		viscera	
foment		obstruction		ureters	
fracture		— ology			

Arbitrary Characters of which kind are the Common Letters which are adapted to express Particular Offices &c.

Other Arbitrary and Symbolical Characters very Concise distinct and easy to Learn See P. 8

angel	A	messenger	m	application	!	almighty	⌒
admiral	A	minister	m	backward	ß	broken	⁝
alderman	A	nobleman	N	backslide	ß	confederate	⊂
ambassador	a	navy	N	blasphemy	b	contradict	⋊
advocate	a	nephew	n	bondage	b	contradiction	⋊
bishop	B	orator	O	everlasting	o	divided died	⫴
baron-et	B	occupier	O	world without end	o	embraced	⫴
bachelor	B	parliament	P	exact-ors	*	hand in	⊏
council	C	plaintiff	P	gather together	ſ	hand	⊏
constable	C	prosecutor	P	glory	g	heart	⌂
complainant	C	prisoner	p	if it be so	f	in the heart	⌂
defendant	D	priest, peer	p	illuminate	⊂	out of y. heart	⌂
deacon Dr.	d	queen, quorum	Q	manifest	m	heart set	⌂
executor Esq.	E	quota	q	mediator	⊖	upon y. wor.	⊙
pharisee	F	quarters-ly	q	multiply	∴	individual	H
gentleman	G	rector, rev.d	R	parcel	p	inseparable	H
galileans	G	sheriff	S	perpetual	∽	middle midst	⊃
guardian	G	sacrament	S	propagation	∽	mistake	⊔
governor	G	senator	S	ridiculous	⊻	similitude	⋐
hospitable	H	secretary	s	sacrifice	S	scepter sword	⊀
herald-ry	H	steward, sut	s	tabernacle	⊼	parallel	∥
husbandman	h	tolator	T	triumph	⊤	perpendicular	∥
judge	J	toleration	T	tremble	⁞	even, equal	=
justice	J	tithe-ingman	t	trifling	⁞	uneven	≠
jewry	j	viscount	V	east west	·•·	trinity	△
israel-ites	i	victualler	V	north south	⁝	triangle	△
kinsfolk	k	vicar	v	globe or		jesus Christ came	⊕
kitchen	k	witnesses	W	nothing	○	into y. wor.	⊕
lieutenant	L	workmanship	w	in the world		things in	⊗
london	L	executioner	X	world	⊙	the world	⊗
legislature	L	exchequer	X	greater part	⊙	wilderness	⊙
legitimate	l	yeoman	Y	of y. world	⊙	govern y. w.	⊙
language	l	yesterday	y	around	⊖	into the wo	⊖
monarch	M	yearly	y	about	⊖	out of y. w.	⊖
marshal	M	so help you God	Z	all in all	⊕	cross of y. w	⊕
magistrate	M	by y. help of God	z				

Names of the Books of the Old and New Testament

See Introduction

genesis		nahum	
exodus		habakkuk	
leviticus		zephaniah	
numbers		haggai	
deuteronomy		zechariah	
joshua		malachi	
judges		matthew	
ruth		mark	
samuel		luke	
kings		john	
chronicles		acts of the apos.	
ezra		romans	
nehemiah		corinthians	
esther		galatians	
job		ephesians	
psalms		philipians	
proverbs		colossians	
ecclesiastes		thessalonians	
song of solomon		timothy	
isaiah		titus	
jeremiah		philemon	
lamentations		hebrews	
ezekiel		james	
daniel		peter	
hosea		john	
joel		jude	
amos		revelation	
obadiah			
jonah			
micah			

Months in the Year

january	
february	
march	
april	
may	
june	
july	
august	
september	
october	
november	
december	

Days in a week

lords day	
sabbath day	
sunday	
monday	
tuesday	
wednesday	
thursday	
friday	
saturday	

Proper names

abraham	
benjamin	
david	
henry	
joseph	
lydia	
mary	
martha	
thomas	
william	

Names of Kingdoms

gr. britain	
england	
scotland	
ireland	
france	
spain	
portugal	
itaby	
netherlands	
germany	
hungary	
bohemia	
sardinia	
naples	
prussia	
holland	
poland	
russia	
sweden	
denmark	
norway	
turkey	

Numbers

first place	
second pl	2
third pla	3
fourth pl	4
fifth place	5
sixth plac	6
seventh p	7
eighth pl	8
ninth pl	9
next place	
last place	

NB. In Numbers use dots for Cyphers as 10 thus 1· 100 thus 1·· 1000 thus 1··· &c

Some Special Rules for
Abbreviating and Joining words together.

See Introduction P. 14.

1. as soon as		the unity of God	
for as much as		the power of God	
which is		the wisdom of God	
there is		the goodness of God	
teach us		the church of God	
let us		the word of God	
2. to be		the work of God	
to do		the fear of the Lord	
to have		the glory of God	
not to have		the glory of Christ	
do not		the glory of heaven	
unto him		glory of human nature	
do good		Jesus Christ our Lord	
3. it is said		Lord & Saviour Jesus Christ	
as it is said		to believe in the Lord Jesus	
ought to have		faith in our Lord Jesus Christ	
some measure		gospel of our Lord Jesus Christ	
same manner		beginning of the chapter	
love virtue		beginning of the verse	
4. have been		beginning of the year	
have had		blessed are the pure in heart	
keep covenant		blessed are the merciful	
scripture doctrine		blessed are the meek	
5. they were		blessed are the peace makers	
there was		he said unto them	
were we		they answered him	
could they		the angel of the Lord	
6. household		and the Lord answered & said	
sun rising		I am the Lord your God	
sunsetting		and the word of the Lord came	
new years day		and it came to pass	
lady day		ask & ye shall receive	

Variety of Phrases

wrote in Single Characters and Conjointly.

See Introd.n P. 16.

he could not have		
could he not have		
could not he have		
she could not have been		
could she not have been		
could not she have been		
we might not have had		
might not we have had		
might we not have had		
articles of agreement made		
know all men by these presents		
to all to whom these presents shall com		
this indenture tripartile		
the curious contexture of the brain		
the exquisite fineness of the nerves		
and the circulation of the blood		
display the wisdom of the creator		
o Lord how manifold are thy works		
in wisdom hast thou made them all		
the earth is full of thy riches		
so is the great & wide sea		
the other day I attended a lecture		
yesterday I tarried too late in compa.ny		
this morning I escaped an accident		
to morrow I am to meet Mr. Smith		
sir your favours I received		
to your order I have sent		
I intreat y.r continuance of y.r favours		
to sir your humble servant		

POPE's Universal Prayer.

See Introduction

1

2

3

4

5

6

7

8

9

10

11

12

13

The LORD's Prayer.

The 1st Psalm.

1

2

3

4

5

6

Virtue.

Knowledge.

Education.

Friendship.

Industry.

Discretion

COMMON PLACE BOOK

See Introduction

D. of Month	Personal Conduct	Common Occurrences	Index to Matters	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16			**Difficult Words**	
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				